
Hollinswood and Randlay Parish Council

Chairman of Human Resources: Cllr Sally Snell

Clerk: Katrina Baker MBE

MINUTES OF THE HUMAN RESOURCES MEETING

held on 2nd March 2026 at 7.00p.m. at Hollinswood Neighbourhood Centre

PRESENT: Cllr S Unwin Cllr C Prescott
Cllr R Tyrrell
In Attendance: Katrina Baker (Clerk)

HR26/075 Welcome & Introduction

Cllr Unwin welcomed everyone to the meeting and thanked them for attending. Councillor Unwin would chair this meeting, in the absence of the Chairman and Vice Chairman.

HR26/076 Apologies

Councillor Farrar	Family Commitments
Councillor Snell	Family Commitments

It was proposed by Councillor Tyrrell, seconded by Councillor Prescott, all were in favour and thus it was

RESOLVED that the apologies, as listed, be accepted.

HR26/077 Declarations of Interest relating to any matters on the Agenda

None

HR26/078 Minutes of the meeting held on 1st December 2025

It was proposed by Councillor Tyrrell and seconded by Councillor Prescott that the Minutes of the meeting held on 1st December 2025 be confirmed. All were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 1st December 2025 be signed as a true record.

HR26/079 Matters Arising, not otherwise on the Agenda, for information

None

HR26/080 Staff Updates

As previously confirmed, there are no changes to hours to rates of pay for 2026/27. We have included in the budget, for 1 SCP increase for the Assistant Clerk on completion of CiLCA. Discussions continue between NALC, SLCC and the Unions regarding any pay increase for 2026/27 – when details are announced, there will be an allocation of back-pay to April 2026. This has been included in the budget.

HR26/081 Holiday and Sickness Records

Holidays

Whilst all staff have been encouraged to take their holidays during the 2025/26 financial year, this is not always possible, especially when time off in lieu has been accrued. All

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time off in lieu has been taken however some hours will remain at the end of the financial year.

Members agreed that if not taken, up to 5 days can be carried forward but these must be taken by the end of July 2026.

Sickness

All staff have a good sickness record, which is to be congratulated. LS and SF had 3 days off in February.

HR26/082 Budget

The salaries budget for period 12 has been completed and all posts have been within budget.

Details were shared with members as there have been some savings possible throughout the year. Any significant surplus can be discussed when members consider the earmarked reserves moving forward to 2026/27.

HR26/083 Civility & Respect Pledge

Hollinswood & Randlay Parish Council is committed to the Civility & Respect Pledge which relates to the Clerk and Staff, all Councillors, Members of the public, contractors and stakeholders.

The logo has been added to the emails from the Parish Council and details of the commitment are included on the website.

Email and Social Media communications can sometimes cause concern, as they are not always read in the manner that they were written – this has been noted recently with communications from some local residents.

As the 'Head of Paid Service', the Clerk, is responsible for any concerns or issues relating to both staff and councillors. Staff are encouraged to share their concerns with the Clerk. Councillors and the public are requested to communicate direct with the Clerk on any areas of question or concern.

Our members and staff have signed up to the Code of Conduct. We have good governance arrangements in place and will seek professional help at early stages should civility and respect issues arise. We are committed to call out bullying and harassment if and when it happens and we will continue to learn from best practice in the sector and aspire to be a role model / champion council.

HR26/084 Date of the next meeting

As per the new meeting schedule to be agreed at the Annual Meeting in May.

There being no further business, the chairman closed the meeting at 7.10pm.

SignedDate