LANCING PARISH COUNCIL

Minutes of the HR Committee Meeting held at the Council Chamber on Wednesday 10th June 2026

Councillors present: Ann Bridges, Lee Cowen, David Devoy, Vanessa Evans, Liz Haywood

Ex-officio: Denyse Whillier (Chair) and Steve Neocleous (Vice Chair)

Officers: Steven Trice (CEO and Clerk to the Council)

Members of the Public: None

The Chair welcomed all present and read the safety announcement.

H001. Election of the Chair of the HR Committee
Cllr Whillier nominated Cllr Evans and was seconded by Cllr Bridges. There were no other nominations.

> It was **RESOLVED** to **elect Cllr Evans as the Chair of the HR Committee for the 2026/27 municipal year.**

H002. Election of the Vice-Chair of the HR Committee
Cllr Whillier nominated Cllr Cowen and was seconded by Cllr Devoy. There were no other nominations.

> It was **RESOLVED** to **elect Cllr Cowen as the Vice Chair of the HR Committee for the 2026/27 municipal year.**

H003. Apologies for Absence
None.

H004. Declarations of interest
There were no declarations of interest on any of the agenda items for this meeting.

H005. Public forum and questions
None.

H006. Minutes of the HR Committee Meeting held on 22nd April 2026
The minutes of the meeting held on the 22nd April 2026 were reviewed.

> It was **RESOLVED** to approve the minutes of the HR committee meeting held on the 22nd April 2026 as a true and accurate record of the meeting.

H007. Policies For Readoption
The following policies were reviewed:
i. Staff Handbook

> Members **RESOLVED** without comment to **re-adopt the Staff Handbook to reflect the changes presented in the covering report.**

Signed:

Date:

ii. [Equality, Diversity and Inclusion (EDI) Policy]
Members felt that the policy must be generic across the Council in terms of staff and Councillors and that it also should apply at third party individuals/organisations who engage with the Parish Council. On this basis it was suggested that there be a Councillor sign off page and that be separated from the staff's sign off.

Members RESOLVED to **re-adopt the Equality, Diversity and Inclusion (EDI) Policy to reflect the changes presented in the covering with a separate form for Councillors to sign.**

iii. Bullying, Harassment and Sexual Harassment Policy
Members asked that the policy be redefined by the removal of the words 'in the workplace' to make the policy to all staff, Councillor and the public.

Member **RESOLVED** to **re-adopt the Bullying, Harassment and Sexual Harassment Policy to reflect the changes presented in the covering report and the body of the minute above.**

iv. Confidential Reporting (Whistleblowing) Policy
It was noted that the policy should only apply to staff as such in terms of a Councillor should be directed by the Members Code of Conduct and the associated process for standards regulated by the Monitoring Officer at Adur District Council.

Members **RESOLVED** to **re-adopt the Confidential Reporting (Whistleblowing) Policy to reflect the changes presented in the covering report, acknowledging the Councillor Code of Conduct.**

v. Training and Development Policy
Members requested that there should be, as it was understood that such should be reported, a training log presented to the HR Committee by-annually. This would ensure that the Council could check and demonstrate that it fosters a culture of training and development and be able to consider budget for such. It was asked that this be included in the bullet points at the top of page 3.

Members **RESOLVED** to **re-adopt the Training and Development Policy to reflect the changes presented in the covering report and the body of the minute above.**

vi. Lone Working Policy

Members **RESOLVED** without comment to **re-adopt the Lone Working Policy to reflect the changes presented in the covering report.**

vii. Health and Safety Policy
Reference was made to the status of the underlying policies and procedures that support the high-level overarching Health and Safety Policy. The CEO/Clerk stated that providing all supporting policies and procedures would be a substantial task and that officers should be trusted to ensure that the appropriate

policies and procedures are in place. Notwithstanding this, it was agreed that an annual report be presented, outlining what policies and procedures in place, together with details of Health and Safety monitoring and an accompanying risk register. This report should be submitted to the Finance and Governance Committee. It was also noted that Health and Safety training records for all staff would be maintained and logged. As an additional point, Members requested that the location of the Parish Hall defibrillator be included within the document and that reference be made to staff welfare and comfort during periods of cold weather or during winter weather events.

Members **RESOLVED**, without comment, **to re-adopt the Health and Safety Policy, subject to the amendments outlined in the covering report and noted the reporting processes that will be introduced.**

More generally, Members thanked the Assistant to the Clerk for the considerable amount of work undertaken in reviewing policies (i) to (vii). It was agree that the Councillor Handbook be reviewed and updated to reflect these changes, together with those agreed with policies at the Annual Council meeting, to ensure consistent and effective governance across the Council.

Members unanimously re-adopted policies (i) to (iiv) and instructed the CEO/Clerk to review the Cllr handbook

H008. Confidential Session

It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

H009. To consider a change of job title for Operations Manager.

Members welcomed the proposal presented in the report. It was agreed that it reflected the officer's role, which had become unclear due to the departure of senior officers over the last year. In addition to agreement, looking at the past structure of the Council's staff, it was agreed to set up a small task force comprising of Cllr Evans, Neocleous and Whillier to explore the possibility of financing a Deputy Clerk role. This would be based on a business case of need for the Council taking into account the responsibilities of the Council, business continuity and on reflection of not having a senior officer in post for a number of months. The outcome of this work would be presented back to the Committee and if required the Finance and Governance Committee and potentially Council.

Members **RESOLVED** to **change the current Operations Manager's job title to Facilities and Estates Manager.**
Look at the business case and cost implications of employing a Deputy Clerk

H010. To review and agree the process to implement the agreed outcomes of an exit interview.

Members noted the action points raised from the exit interview for the former CEO/Clerk and agreed that they should be reviewed and progressed. This was on the basis that the feedback was important to the Council and to demonstrate that the Council was continuously listening and learning. To this end it was agreed that a small task group comprising of Cllrs Evans, Neocleous, Devoy and Whillier review the findings and develop an action plan to deliver processes and safeguards to address any concerns raised and build upon the positive comments made. This work would be reported back to the Committee and onto Full Council.

Members **RESOLVED** to **set up task and finish group, which would report back to the Committee to develop a deliverable action plan to incorporate the findings of the exit interview.**

H011. Items for information and/or inclusion on future agendas
None.

There being no further business the meeting closed at 6.54pm

Signed:

Date: