



Notice of Plaistow and Ifold Parish Council's HR Committee Meeting

To: All Members of the Parish Council's HR Committee I hereby give you notice that a Meeting of Plaistow and Ifold Parish Council's HR Committee will be held on **22nd October 2026** at **7.30pm Kelsey Hall, Ifold.**

Dated 19th October 2026

Yours faithfully

J Bromley

Jane Bromley

Clerk & RFO to the Council

MEETING AGENDA

- | Number | Item |
|--------|---|
| 1. | Apologies for absence & housekeeping*
Recommendation: - To receive apologies for absence. |
| 2. | Disclosure of interests
Recommendation: - To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council Code of Conduct and the Localism Act 2011 , Chapter 7 ss.26 – 37 in relation to matters on the agenda. |
| 3. | Minutes
Recommendation: - To approve the Minutes and Confidential Minutes of the HR Committee meeting held on 13th October 2025 and resolve to sign via Secured Signing in accordance with Standing Order 12(g). |
| 4. | Exclusion of Press and Public
Recommendation: - To resolve to exclude the Press and Public from the meeting during the consideration of item 7, in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960, on the grounds that it may involve the likely disclosure of exempt information. |
| 5. | Clerk and RFO Annual Appraisal
Recommendation: - To review and complete the Clerk's Employee Appraisal and Development Form. |
| 6. | Meeting reconvened. |

7. **Employment Rights Act 2025 Updates Relevant to the Parish Council:**

7.1 Family-Friendly Policies (parental leave is now a day one right)

- **Paternity Leave & Pay Policy.**
- **Bereaved Partner's Paternity Leave Policy** (up to 52 weeks unpaid leave).

7.2 Sickness Absence Policy

(SSP payable from day one; removal of Lower Earnings Limit.

SSP calculated at 80% of average weekly earnings or flat rate (whichever is lower) from April 2026.)

7.3 Whistleblowing & Harassment Policies

(Sexual harassment now a qualifying disclosure under whistleblowing legislation (April 2026). Requirement from October 2026 for councils to take "all reasonable steps" to prevent harassment, including third-party harassment.)

7.4 Annual Leave Policy

(Holiday record retention (now 6 years).

7.5 Contract of Employment

The Clerks contract of Employment requires updating inline with the new Template NALC Policy.

- Consider the mechanism for this.

7.6 Home and Lone Working Policies together with Risk Assessment. These are recommended for completeness and not as part of the ERA25 update.

- Home Working Policy
- Lone Working Policy- Consider mechanism of a risk assessment for lone working.
- Home Working Risk Assessment

7.7 Staff Handbook

- Consider either producing in house a staff handbook covering all things employment and to consolidate the Policies for recruitment. (See example as produced by Worknest). I have an estimate for producing such a document from a local HR Services provider for £395 net.

7.8 HR Training

- Consider HR Training for Committee members. See attached quote for £150 net per hour.

8. **Date of next meeting. October 2027.**