

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 12 MARCH 2026**

PRESENT: Councillors Chowns, Harvey (Chair), Hughes and Morris

ALSO PRESENT: Angela Price – Town Clerk

R331. APOLOGIES FOR ABSENCE

None received

R332. DECLARATIONS OF INTEREST

None received.

**R333. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 21
JANUARY 2026**

RESOLVED:

**That the minutes of the meeting of the Resources Committee held
on 21 January 202 be approved, subject to the date being
amended from 22 January to 21 January.**

R334. COUNCIL POLICIES

Members were asked to give consideration to the following draft
policies to meet the changes in legislation due to take place with effect
from April 2026:

- i. Flexible Working
- ii. Parental & Paternity Leave

RESOLVED:

1. **That the policies be provide to Hoople and the Unions for
feedback subject to the following amendments:**

- i. **Flexible Working Policy**

Section 4 – Making a Flexible Working Request

“Requests must:

1. **Be made in writing to your line manager (email is
acceptable).”**



Section 5 – Consideration of Requests

That this section be amended to provide clarification that the request will be dealt with via the line manager in the first instance.

Section 8 – Appeals

That this section be amended to provide clarification that if the employee appeals against the decision of their line manager, the Clerk will consider the appeal and that the appeal decision will be final.

Section 9 – Equality and non-discrimination

That advice be sought from Hoople and the Unions in respect of wording of the following:

“Flexible working may also be considered as a reasonable adjustment where an employee qualifies under the DDA Act (1995).

- 2. That once the above amendments have been made the policies be sent to Hoople and the Unions for their feedback prior to being submitted to a meeting of Full Council for approval.**

R335. DATE OF NEXT MEETING

RESOLVED:

- 1. To note that the next meeting of the Resources Committee is scheduled for 2 April 2026.**
- 2. That it be noted that Councillor Morris gave his apologies for the meeting on 2 April 2026.**

R336. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.



R337. **STAFFING REVIEW UPDATE**

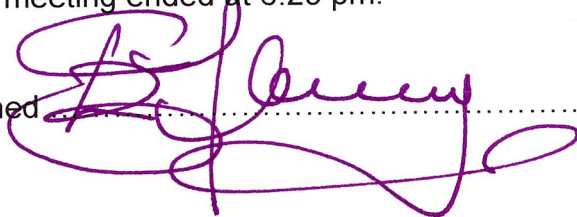
Members were provided with an update on the progress of the next phase of the staffing review process.

RESOLVED:

1. **That once the job descriptions/person specifications have been drafted they be sent to Members of the Resources Committee for comments and feedback.**
2. **Following feedback from Councillors the Clerk forward the job descriptions/person specifications to Hoople for feedback and evaluation.**
3. **That Staffing Matters” be added as a standing item on all future Resources Meeting agenda’s.**

The meeting ended at 6.25 pm.

Signed



Date:



