



ILMINSTER TOWN COUNCIL

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Town Clerk: Julie Earp

2 September 2025

A meeting of the HR & Personnel Committee will be held at **7.30pm on Tuesday 9 September 2025**, in the **Minster Rooms, Court Barton, Ilminster TA19 0DU**.

Members of the public are welcome and encouraged to attend. If you wish to attend, please let the council office know either by email town.council@ilminster.gov.uk or phone the office on 01460 52149 **by noon on Tuesday 9 September 2025**.

If members of the public have any questions on matters that are on the agenda, then, if possible, please notify the council office before the day of the meeting, which item you would like to speak about.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is made to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

The business to be considered at the meeting is outlined on the Agenda below.

Reports will be made available [HERE](#).

Yours sincerely

Julie Earp

Julie Earp
Town Clerk/RFO

HR & Personnel Committee Agenda

HRP-2025-001 Elect a Chair and Vice Chair for the HR & Personnel Committee

HRP-2025-002 Reading Time

To have 10 minutes to read any reports received within the last 48 hours.

HRP-2025-003 Public Forum

Fifteen minutes will be made available for public comment and response in relation to items on this agenda. Individuals will be permitted a maximum of three minutes each to address the committee. All comments and questions should be notified to the Town Council **by noon on Tuesday 2 September 2025**. We will be looking to avoid repetitive comments being made where possible.

HRP-2025-004 Apologies for absence

To receive apologies for absence from Councillors unable to attend the meeting.

HRP-2025-005 Declarations of Interest and Dispensations

To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest and to note the grant of dispensations made by the Town Clerk in relation to the business of this meeting.

Members are reminded that if they have a Disclosable Pecuniary Interest on their register of interest relating to any item on the agenda, they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly, if you are or become aware of a Disclosable Pecuniary Interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

HRP-2025-006 Finance Report 2025/26

To note the report.

HRP-2025-007 National Pay Award 2025/26

To note and recommend to Full Council the National Pay Award for FY2025/26 and the back pay to April 2025.

HRP-2025-008 CiLCA Training

To consider funding CiLCA training and registration for the Deputy Town Clerk.

HRP-2025-009 Houses of Parliament Visit

To consider an invitation for staff to visit the Houses of Parliament.

HRP-2025-010 Draft LGPS Employer's Discretion Policy

To consider and recommend to Full Council the LGPS Employer's Discretion Policy.

HRP-2025-011 Draft Disciplinary, Capability and Grievance Policies

To consider and recommend to Full Council the update Disciplinary, Capability and Grievance Policies.

HRP-2025-012 Draft Eye Test and Glasses Policy

To consider and recommend to Full Council a new Eye Test and Glasses Policy.

HRP-2025-013 360° Appraisal Form

To consider and recommend to Full Council the draft 360° appraisal form for Line Managers.

Should any Members consider that any items should be discussed in Exempt Business the following will apply:

That 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 be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960.

HRP-2025-014 Exempt Business

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person.

HRP-2025-015 Budget 2026/27

To consider and recommend to Full Council the budget for FY2026/27.

HRP-2025-016 Review changes to Job Description

To consider making changes to the full-time Admin Officer job description and review pay scale.

HRP-2025-017 Peninsula pension early payment request

To consider a request from a previous employee for the early payment of pension benefits and to confirm next steps.

HRP-2025-018 Staff Report

To note the report.

HR & Personnel Committee:

Cllr Hamilton, Cllr James, Cllr Jenner-Hurford, Cllr Keitch,
Cllr Paul, Cllr Sellers, Cllr Shepherd, Cllr Tinson

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment

should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording.

You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.

Members of the public exercising their right to speak during Public Question Time may be recorded. Copies of this document are available in large print on request.