



Parish Office
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Date: 1th July 2026

Human Resources and Policies Committee Meeting

Members of the Committee you are duly summoned to a meeting of the Parish Council that will take place
On Tuesday 7th July 2026 at the Rudgwick Hall, Bucks Green at 10.30am

Members of the public have a right and are welcome to attend the meeting as observers.

Councillors: R Gardiner-Hill (Chairman) P Kornycky
D Buckley S Kornycky
D Palmer

Anna Clayton

Mrs A Clayton
Clerk to Rudgwick Parish Council

AGENDA

To be read in conjunction with Clerk's Report for further background information.

HRP 001-26/27	Apologies for Absence To receive for approval.
HRP 002-26/27	Declarations of Interest To receive any declarations of interest by councillors on any matters to be considered at the meeting and notifications of changes to members' Register of Interests. Any clarification on whether a Member has an interest should be sought before attending the meeting.
HRP 003-26/27	Acceptance by members of the revised Terms of Reference for the Committee (circulated) To receive for approval.
HRP 004-26/27	Public Speaking Session (for noting only) The meeting will be adjourned for up to 10 minutes to allow members of the public to make a statement or give a view on any item on the agenda. Each speaker is limited to two minutes.
HRP 005-26/27	Clerk's announcements/decisions/ Correspondence Update

	• Training – Cllr training has been circulated for action to include: GDPR: The Basics Freedom of Information Data Protection: A UK Outlook
HRP 006-26/27	Worknest – HR provision To receive, review and agree.
HRP 007-26/27	Recruitment of Premises Warden – to consider job description and recruitment process timeline (job description circulated) To receive, review and agree.
HRP 008-26/27	Safeguarding Children and Adults at Risk/ Designated Safeguarding Lead • Designated Safeguarding Lead – to recommend to the Council the appointment of a Designated Safeguarding Lead • Safeguarding Children and Adults at Risk Policy To review and agree.
HRP 009-26/27	Training • GDPR/data protection • Safeguarding To receive, review and agree.
HRP 010-26/27	Resolution to exclude the public and press from the business about to be transacted. Exclusion due to the confidential nature/exempt information to be discussed.
HRP 011-26/27	Staffing, Human Resources and Clerk's Appraisal To receive, review and agree.
HRP 012-26/27	Date of next meeting: Date to be advised

Filming of Parish Council Meetings and use of social media

During this meeting the public are allowed to film the Council or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Clerk know in advance if you wish to film. Mobile devices/ Amazon Alexa devices should be switched to silent/ off for the duration of the meeting. The Parish Council will be recording the meeting, members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as a person having given consent to being recorded (photographed, film or audio recording), at the meeting by any person present.

RUDGWICK PARISH COUNCIL

Human Resources Meeting on Tuesday 7th July 2026 at 10.30am

Clerk's Report

To be read in conjunction with the Agenda

HRP 001-26/27	Apologies for Absence Recommendation: To receive for approval.
HRP 002-26/27	Declarations of Interest Members are advised to consider the agenda for the meeting and determine in advance if they have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. (Please refer to flow chart provided prior to the meeting). If a Member has a declarable interest, they are reminded that this must be declared at the start of the meeting. Details of the interest will be minuted. Where a Member has a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), they are reminded that they must withdraw from the meeting room after making representations/ asking questions. If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must not take part in the discussions of the item at all, participate in any voting and unless the Chairman has given a dispensation, withdraw from the meeting room. Any clarification on whether <i>a Member has an interest should be sought before attending the meeting.</i> Recommendation: To receive any Declarations of Interest from Members of the Council and for these to be noted.
HRP 003-26/27	<u>Acceptance by members of the revised Terms of Reference for the Committee (circulated)</u> Recommendation: to approve revised Terms of Reference for the Committee.
HRP 004-26/27	Public Speaking Session (for noting only) The meeting will be adjourned for up to 10 minutes to allow members of the public to make a statement or give a view on any item on the agenda. Each speaker is limited to two minutes.
HRP 005-26/27	Clerk's announcements/decisions/ Correspondence Update • Training – Cllr training has been circulated for action to include: GDPR: The Basics Freedom of Information Data Protection: A UK Outlook
HRP 006-26/27	Worknest – HR provision Recommendation: To receive, review and agree. 25.11.25 FPHR Committee Meeting Worknest FPHR 026-25/26 It was unanimously resolved to approve using Worknest over a 60-month contract (with 36-month break clause) for H&S and Fire Risk Assessments at a cost of £2,400.00 per annum. To include HR at a cost of £1,350.00 per annum to potentially be added on at a later date (within 9 months of commencement of contract). Worknest have agreed to honour the combined fee for using all three services at a total annual expenditure of £3,750.00. The commencement date of the H&S and Fire Risk was 1 st January 2026.
HRP 007-26/27	Recruitment of Premises Warden – to consider job description and recruitment process timeline (job description circulated) Recommendation: To receive, review and consider job description and recruitment

	process timeline.
HRP 008-26/27	Safeguarding Children and Adults at Risk/ Designated Safeguarding Lead • Designated Safeguarding Lead – to recommend to the Council the appointment of a Designated Safeguarding Lead • Safeguarding Children and Adults at Risk Policy Recommendation: To receive, review and agree.
HRP 009-26/27	Training • GDPR/data protection • Safeguarding Recommendation: To receive, review and agree.
HRP 010-26/27	Resolution to exclude the public and press from the business about to be transacted. Exclusion due to the confidential nature/exempt information to be discussed.
HRP 011-26/27	Staffing, Human Resources and Clerk's Appraisal Recommendation: To receive, review and agree: Clerk to circulate confidential information.
HRP 012-26/27	Date of next meeting: Date to be agreed