



BOROUGHBRIDGE TOWN COUNCIL

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Liz Leatherbarrow
Clerk

17th March 2026

Dear HR Committee Members,

I hereby summon you to the following **HR COMMITTEE** meeting of **BOROUGHBRIDGE TOWN COUNCIL** to be held at the Council Offices, Boroughbridge.

HR COMMITTEE MEETING Monday 23rd March at 6pm

Please see the agenda for the meeting below:

Note: Members are reminded of the need to consider whether they have any pecuniary or non-pecuniary interests to declare on any of the items on this agenda and, if so, of the need to explain the reason(s) why. Queries should be addressed to the Monitoring Officer Ms Jennifer Norton 01423 556036.

HR COMMITTEE MEETING – Monday 23rd March 2026 at 6pm.

- 16. To receive and consider apologies for absence and record them in the minutes**
- 17. To receive and note any declaration of Interests in items on the Agenda**
- 18. To consider Policies for review: Code of Conduct, Standing Orders, Terms of Reference for HR, Training Policy, Diversity and Inclusion Policy, Co-option Procedure and Processes, Disciplinary and grievance policy, Performance Management and Appraisal Policy**
- 19. To receive report on Performance Management reviews held for end of 2025-6**
- 20. To receive Burial Clerk role information and consider any future implications**
- 21. To receive and consider review of staff contracts**

Following the Openness of Local Government Bodies Regulations 2014, the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established, but anyone wishing to do so, should advise the Clerk or Chair of the Council, to ensure compliance with BTC's adopted policy to effectively and lawfully manage this activity.