CREDITON
TOWN COUNCIL

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Minutes of the HR Committee of the Democratic Services held on Thursday, October 8, 2026 at 15.00, at Manor Office, 6 North Street, Crediton, EX17 2BT.

Present: Cllrs Liz Brookes-Hocking, Rachel Backhouse, Vix Frisby, Steve Huxtable, and Joyce Harris

In Attendance: One member of the public

Minute Taker: Rachel Avery, Town Clerk

MINUTES

15 WELCOME AND INTRODUCTIONS
Cllr Brookes-Hocking the meeting and members introduced themselves.

16 PUBLIC QUESTION TIME
A member of the public asked for an update on an earlier request to fund a staff member's master's degree. The response provided by Cllr Brookes-Hocking was that no council funding had been provided for that purpose and that no funding would be provided for it.

17 APOLOGIES
There were no apologies.

18 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

18.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA
There were no declarations of interests

18.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)
No dispensation requests had been received.

19 CLIMATE EMERGENCY
Members noted that decisions would be taken with the climate emergency at the forefront of decision and policy making.

20 HR COMMITTEE MINUTES
The committee reviewed the minutes of the meeting held on 09 July 2026 and confirmed that they were an accurate record.

Decision: It was **resolved** to approve the minutes of the HR Committee meeting held on 09 July 2026. (Proposed by Cllr Harris)

21 CHAIR'S AND CLERK'S ANNOUNCEMENTS
There were no announcements.

22 TOWN CLERK APPRAISAL

Members reviewed the recent Town Clerk appraisal process and that:

- the process had been worthwhile as a first attempt and provided a useful starting point
- the exercise involved significant work and thought, but participation from members was poor. It was noted that around half of councillors did not respond, despite the request being limited to roughly 10 to 15 minutes, and this was described as a poor reflection on the council and unfair on the Town Clerk. Members supported raising the lack of participation with Full Council so councillors could be asked to reflect on the issue
- building the next review more clearly around the objectives from the 2026 appraisal was required
- rather than waiting for the next annual appraisal, members supported an interim appraisal in mid-December.

Decision: It was **agreed** that an interim Town Clerk appraisal would take place in mid-December, by the Chair of HR and Chair of CTC, to be based on the existing objectives and followed up at the HR Committee meeting on 07 January 2027.

23 DATE OF NEXT MEETING

The date of the next meeting was confirmed as Thursday 07 January 2027.

24 PART II

Decision: It was **resolved** to **approve** the exclusion of the public and press were from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. (Proposed by Cllr Brookes-Hocking)

25 PAY 2026/27

25.1 TO APPROVE THE IMPLEMENTATION OF THE REVISED PAY SCALES FROM 01 APRIL 2026 FOR STAFF EMPLOYED ON NJC CONTRACT TERMS

Decision: It was **resolved** to **approve** the implementation of revised payscales, as set out in the confidential report. (Proposed by Cllr Harris)

26.2 TO RECEIVE AND NOTE THE PAY AGREEMENT FROM 01 APRIL 2026 FOR STAFF EMPLOYED ON NJC CONTRACT TERMS

Decision: The pay agreement, effective from 01 April 2026, was **noted**.

27 STAFFING

Decision: The contents of the confidential staffing report were **noted**.

28 REPORTS PACK

Signed ……

Dated……