

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden
The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL
Tel: 01474 709441
E mail: Enquiries@hartleyparishcouncil.gov.uk
Website: www.hartleyparishcouncil.gov.uk

29th January 2026

Dear Councillor

You are hereby summoned to attend a meeting of the Personnel Committee to be held on **WEDNESDAY 4th FEBRUARY 2026** commencing at **10.15a.m.** at **Hartley Library** or at the conclusion of the meeting of the Planning Committee, whichever is later.

Yours sincerely

Helen Boden

Helen Boden
Proper Officer

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

To receive Members' declarations of interest not already included on their Register of Interests.

3. Minutes (WHITE)

To approve the minutes of the meeting of the Personnel Committee held on 3rd December 2025, as a correct record. (Annexed).

Pursuant to Standing Order 3 (d) the public will be excluded from the meeting during consideration of agenda item 4, Staff due to the confidential nature of the business to be transacted relating to staff matters.

4. Staff (PINK)

(a) To review current staffing arrangements for the Parish Office.

(b) At the meeting of the Finance & General Purposes Committee held on 17th December 2026, it was recommended that a quotation be accepted from Worknest (employment law and HR specialists), for a 36 month support agreement.

The Committee is requested to consider whether the Council wishes to add the option of Legal Expenses Insurance cover.

(c) To consider an email dated 28th January 2026, received from Worknest, regarding the Councils current policies and contracts. (Annexed).

List of circulated documents

1. Minutes of the Personnel Committee meeting held on 3rd December 2025. **(WHITE)**.
2. Email dated 28th January 2026, received from Worknest. **(PINK)**.