



**COUNCIL OF THE CITY OF RIPON:  
OFFICIAL NOTICE OF A MEETING OF THE  
HUMAN RESOURCES COMMITTEE**

**Date: Monday 20<sup>th</sup> April 2026**

**Time: 6:00pm**

**Location: Mayor's Parlour, Town Hall, Ripon, HG4 1DD**

To members of the Committee: (Cllrs Crozier, Duncan, Hardisty, Hawke, Williams and Hunt)

You are summoned to attend a Human Resources Committee Meeting for the purpose of determining the agenda items listed below.

Yours sincerely,

Sally Taylor

Chief Officer 15<sup>th</sup> April 2026

**AGENDA**

30/26	1. To receive apologies; 2. To approve reasons for absence	Pages
31/16	To request any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) and to consider any written requests for dispensation.	
32/26	Members of the public are invited to question, seek clarification or make representation to members of the Council on any Agenda item as listed below.	
33/26	To consider and approve the minutes of the meeting held on the: 23 <sup>rd</sup> March 2026	3 - 4
34/26	To discuss adoption the staff handbook as revised by Adam Chugg (March 2026) and agree a process	5 - 6
35/26	To consider a request for the services of the Hornblower at Catch the Spirit festival 28.05.26 post 9pm	7
36/26	To consider passing a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), that the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.	



37/26	<p>To consider any other urgent staffing and other relevant matters</p> <ol style="list-style-type: none"><li>1. CiLCA – update from SLCC on CO qualification timing</li><li>2. CiLCA – Membership to SLCC for DCO</li><li>3. Payroll Query Outcome – August 2025</li><li>4. First Aid Training - £95.00 1 day course x 2</li><li>5. Events Management Training booked for Admin 27<sup>th</sup> April</li><li>6. Probationary period ends for one member of staff 1<sup>st</sup> June</li><li>7. General Staff update report</li></ol>	8 - 13
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