



NEWPORT & CARISBROOKE COMMUNITY COUNCIL

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Committee Members: Cllrs V. Lowthion (Chair) J. Ballington (Vice-Chair)
A. Garratt, R Harrington-Vail, M. Smith

You are hereby summoned to attend a MEETING of NEWPORT & CARISBROOKE COMMUNITY COUNCIL HUMAN RESOURCES COMMITTEE to be held on MONDAY 26th JANUARY 2026 to commence at 10.00AM. This meeting will be held at 64 High Street, Newport for the transaction of the business set out in the agenda below.

RHBlezzard

Acting Clerk and Proper Officer

Tuesday 20th January 2026

Email: bob.blezzard@newportwight-cc.gov.uk Tel: 01983 559119

Please note the meeting will be audio recorded (except any part of the meeting from which the press and public are excluded) and will be available on the Community Council's website for six months.

PUBLIC QUESTION TIME

Prior to the council meeting commencing there will be an opportunity of up to 15 minutes for members of the public to make comments and to ask questions of the Finance Committee.

AGENDA

PART 1

1. Apologies
 - To receive and approve apologies for absence.
2. Declarations of pecuniary and non-pecuniary interest
 - To receive members' declarations of pecuniary and non-pecuniary interest.
 - To receive and consider any written requests for dispensation.
3. Minutes of the last meeting.
 - To approve the minutes of the meeting held on 18th December 2025 (Part 1) (Paper A).
 - To note any matters arising (for information only).

4. Terms of Reference and Membership

- To note the updated terms of reference following the meeting of Council held on 12th January 2026 (Paper B).
- To consider co-opting additional members to the committee in accordance with the Terms of Reference,

5. Exclusion of the Public and Press

- To move the following motion: “That due to the confidential nature of the business about to be transacted it is in the public interest that the public and press be temporarily excluded and they are instructed to withdraw. (Public Bodies Admission to Meetings Act 1960 s1(2) and SO 63).

PART 2

6. To approve the minutes of the meeting held on 18th December 2025 (Part 2) (Paper C – Confidential).

7. Appointment of Staff: Clerk and Proper Officer

- To receive details of the applications for the post of Clerk and Proper Officer and to agree the next steps including shortlisting and interview arrangements. (Paper D to follow - Confidential)

8. Data Breach Investigation

- To receive an update into the recent data breach and to agree any necessary further action. (Acting Clerk to report).

9. Staff Salaries Review

- Acting Clerk’s Report (Paper E to follow- Confidential).

10. Internal Investigation

- Acting Clerk to report.

11. Clerk and Proper Officer’s Report

- To receive a report from the Clerk and Proper Officer on any other relevant HR issues.