



Ashington Town Council
Town Hall, 65 Station Road
Ashington
Northumberland
NE63 8RX

17th February 2026

To all members of the Personnel Committee

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE**, being held in the **Council Chamber, Town Hall, Ashington, NE63 8RX, on Tuesday 24th February 2026, at 5:30pm.**

The agenda for the meeting is set out below, along with associated papers. If you have any questions about any of the items on the agenda, please contact the office.

A handwritten signature in black ink, appearing to read "Sarah Eden".

Sarah Eden
Executive Officer/RFO

AGENDA

1. WELCOME BY THE CHAIR

The Chair to open the meeting.

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. DISCLOSURE OF INTERESTS

To receive any declarations of disclosable pecuniary interests and other interests in items on the agenda as required by the Code of Conduct for Members and by the Localism Act 2011.

4. DISPENSATIONS

To receive and consider any dispensations.

5. DRAFT MINUTES OF PERSONNEL COMMITTEE MEETING HELD ON 16th DECEMBER 2025

To approve the minutes as a true record (enc)ⁱ *These minutes have been shared in draft in accordance with proper practice and are on the Council's website.*

6. GRIEVANCE PROCEDURE

To receive the Clerk's briefing note (enc)ⁱⁱ on the legal framework for employee complaints about councillors and to consider the revised Grievance Procedure (enc)ⁱⁱⁱ for recommendation to Full Council

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7. TRAINING COSTS REIMBURSEMENT POLICY

To receive the Clerk's briefing note (enc)^{iv} and to consider the new Training Costs Reimbursement Policy (enc)^v for recommendation to Full Council

8. LONE WORKING POLICY

To receive the Draft Policy on Lone Working for recommendation to Full Council (enc)^{vi}

9. BUILDING SECURITY AND VISITOR PROTOCOL

To receive the Draft Policy on Building Security and Visitor Protocol for recommendation to Full Council (enc)^{vii}

10. EXCLUSION OF PRESS AND PUBLIC

Members are invited to consider passing the following resolution:

That the press and public be excluded from the meeting during consideration of the following item, permitted under Section 1 (2) LGA 1960, due to the confidential nature of the business being transacted.

11. STAFFING MATTER

To receive an update from the Executive Officer on a confidential staffing matter and to take such decisions as are required and as have been delegated to this Committee (enc)^{viii}

ENCLOSURES

ⁱ Draft Minutes of the meeting held on 16th December 2025

ⁱⁱ Clerk's Briefing Note on revised Grievance Procedure

ⁱⁱⁱ Draft Grievance Procedure (as revised)

^{iv} Clerk's Briefing Note on new Training Costs Policy

^v Draft Training Costs Reimbursement Policy

^{vi} Draft Lone Working Policy

^{vii} Draft Building Security and Visitor Protocol

^{viii} **CONFIDENTIAL Staffing Matter**

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