

DRAFT Minutes of the Personnel Committee Meeting held at 5:00pm on 1ST July 2025

COUNCILLORS PRESENT

Cllr Lynne Grimshaw (Chair), Cllr Louis Brown, Cllr Mark Purvis, Cllr Paul Wright, Cllr Marjorie Chambers

ALSO, IN ATTENDANCE Sarah Eden – Executive Officer/RFO

PC25/001 ELECTION OF CHAIR

The Chair welcomed all members to the meeting, particularly welcoming new members to the Personnel Committee.

In accordance with Standing Orders, nominations were invited for the position of Chair.

It was AGREED to elect Cllr Lynne Grimshaw as Chair of the Personnel Committee.

PC25/002 APOLOGIES FOR ABSENCE

Cllr John Tully

PC25/003 DISCLOSURE OF INTERESTS

None.

PC25/004 DISPENSATIONS

None to consider.

PC25/005 ELECTION OF VICE-CHAIR

In accordance with Standing Orders, nominations were invited for the position of Vice-Chair.

It was AGREED to elect Cllr Mark Purvis as Vice-Chair of the Personnel Committee.

PC25/006 DRAFT MINUTES OF PERSONNEL COMMITTEE MEETING HELD ON 21ST JANUARY 2025

It was AGREED to APPROVE the minutes as a true record.

PC25/007 EXCLUSION OF PRESS AND PUBLIC

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

PC25/008 RESOURCING

The Committee received and considered the report of the Executive Officer regarding staffing structure amendments.

Following detailed review and discussion, **it was AGREED** to recommend to the Finance and General Services Committee the following staffing structure amendments with renewed Job Descriptions:

Administration Assistant → Administration and Communications Officer

Job title and responsibilities updated to reflect enhanced duties in communications, meeting support, and civic administration. Regraded from LC1 SCP 6 to LC1 SCP 9 (with 4 annual increments), recognising progression and retention. Contracted hours formalised at full-time.

Communications and Engagement Officer → Engagement and Events Officer

Title updated to reflect a revised role focusing on events, grants, and stakeholder engagement. No change to grade or salary. Reduced contracted hours acknowledged; any future expansion of events may require additional support.

Senior Neighbourhood Services Officer – Acting-Up Arrangement

Acting-up responsibilities for Senior NSO to continue, recognising successful leadership of project-based delivery. Broader review of Neighbourhood Services delivery and capacity to be initiated, including consideration of seasonal staffing flexibility.

Allotment Inspection and Enforcement

Acknowledgement of significant need for improved oversight. **It was AGREED** that options for contracted inspection/enforcement would be explored by the Personnel Committee.

Budget Surplus and Strategic Planning

The budget surplus of £50,000+ in employment costs was noted. **It was AGREED** that following July Full Council session, and further discussion of Council priorities, including the need to promote strategic planning, staffing/resource decisions would follow.

PC25/009 PROFESSIONAL ADVICE

The Committee received an update on the matter referred to professional advisory services in March 2025.

It was AGREED to accept the recommendations set out in the report.