

DRAFT Minutes of the Personnel Committee Meeting held at 6:00pm on 21ST January 2025

COUNCILLORS PRESENT

Cllr Lynne Grimshaw (Chair), Cllr Matthew Cuthbert, Cllr Mark Purvis, Cllr Graeme Wright, Cllr Pauline Thompson, Cllr Paul Wright

ALSO, IN ATTENDANCE

Sarah Eden – Clerk/RFO

PC24/020 WELCOME BY THE CHAIR

Cllr Lynne Grimshaw welcomed everyone to the meeting.

PC24/021 APOLOGIES FOR ABSENCE All present

PC24/022 DISCLOSURE OF INTERESTS None.

PC24/023 DISPENSATIONS None to consider.

PC24/024 DRAFT MINUTES OF COMMITTEE MEETING HELD ON 12TH NOVEMBER 2024
It was **AGREED** to **APPROVE** the minutes as a true record.

PC24/025 EXECUTIVE OFFICER – FORMAL REVIEW

It was **AGREED** that a formal review of the Executive Officer would be scheduled. Members **AGREED** to use the same framework used by the Executive Officer, which had been shared. The Executive Officer reported that they were happy to be reviewed using any framework that Cllrs involved preferred and at their discretion, with notice this could also be arranged at members convenience.

PC24/026 PENSION AND FLEXIBLE RETIREMENT POLICY

It was **AGREED** to recommend to Full Council that the policy is adopted as presented.

PC24/027 PENSION DISCRETIONS POLICY

It was **AGREED** to recommend to Full Council that the policy is adopted as presented.

PC24/028 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.

PC24/029 FLEXIBLE RETIREMENT REQUEST

It was **AGREED** to consider a request for flexible retirement from the Communications and Engagement Officer, which had been formally submitted and acknowledged.

It was **AGREED** to support the request, pending formal approval of the policies by Full Council.

PC24/030 STAFFING MATTERS

It was **AGREED** to support the Executive Officer's recommendation to increase the hours of the Administration Assistant from 30 to 37hrs/week, and to propose that this is with immediate effect to Full Council.

It was **AGREED** to recommend reimbursement of £640 to cover the costs of damage to a member of staff's property during the EV Fire, this followed the production of receipts, and confirmation this was not payable under insurance as not the Council's property.

The meeting ended at 6:40pm.