DRAFT Minutes of the Personnel Committee Meeting held at 5:00pm on 16TH December 2025

COUNCILLORS PRESENT
Cllr Lynne Grimshaw (Chair), Cllr Louis Brown, Cllr Marjorie Chambers, Cllr Mark Purvis, Cllr John Tully, Cllr Paul Wright

ALSO, IN ATTENDANCE Sarah Eden – Executive Officer/RFO

PC25/010 WELCOME BY THE CHAIR
The Chair welcomed all members to the meeting and reminded members of the expected standards of conduct, including the requirement to speak through the Chair, the five-minute limit on speaking, and the importance of courtesy and respect in keeping with Standing Orders. The Chair drew attention to Standing Order provisions regarding disorderly conduct at meetings.

The Chair sought consideration of an urgent staffing matter, which was agreed.

PC25/011 APOLOGIES FOR ABSENCE
None

PC25/012 DISCLOSURE OF INTERESTS
None.

PC25/013 DISPENSATIONS
None to consider.

PC25/014 DRAFT MINUTES OF PERSONNEL COMMITTEE MEETING HELD ON 1ST JULY 2025
It was AGREED to APPROVE the minutes as a true record.

PC25/015 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.

PC25/016 STAFFING MATTER
The Committee received a confidential update from the Executive Officer regarding a staffing matter.

It was AGREED to seek professional support from NEREO to take this matter forward.

PC25/017 WORKFORCE PLANNING AND STRUCTURAL DEVELOPMENT
The Committee received and considered the comprehensive report from the Executive Officer regarding workforce planning and structural development.

Following detailed review and discussion, it was **AGREED** to recommend to the Finance and General Services Committee the following Phase 1 workforce changes for implementation from April 2026:

- Creation of Deputy Town Clerk post (LC3, 37 hours per week, £60,847 including on costs)
- Redesignation of Events & Engagement Officer to Finance & Grants Officer (no additional budget impact)
- Revised Executive Officer job description (no budget impact)

The Executive Officer presented the expected budget for salaries with recommended and contractual band increments, and it was **AGREED**.

It was **NOTED** that National Joint Council pay award increases from April 2026 are unknown and, as usual, will be agreed later and backdated. This has been provisionally estimated at 5%.

It was **AGREED** that Phase 2 proposals relating to Neighbourhood Services and other operational matters would be deferred pending resolution of premises decisions and confirmation of strategic priorities.

It was **NOTED** that the Phase 1 budget requirement is £337,508 for 2026/27 and that the revised establishment from April 2026 will be 6.61 FTE.

The meeting ended.

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