

**AGENDA 7, Enc ii) DRAFT Minutes of the Personnel Committee Meeting held at 5:30pm on 24th February 2026**

**COUNCILLORS PRESENT**

Cllr Lynne Grimshaw (Chair), Cllr Louis Brown, Cllr Marjorie Chambers, Cllr David Coyle, Cllr Kerry Davison, Cllr John Tully, Cllr Paul Wright

**ALSO, IN ATTENDANCE**

Sarah Eden – Executive Officer/RFO

**PC26/018 WELCOME BY THE CHAIR**

The Chair welcomed all members, including new members Cllr Coyle and Davison. The Chair 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.

**PC26/019 APOLOGIES FOR ABSENCE**

Cllr Mark Purvis

**PC26/020 DISCLOSURE OF INTERESTS**

None.

**PC26/021 DISPENSATIONS**

None to consider.

**PC26/022 DRAFT MINUTES OF PERSONNEL COMMITTEE MEETING HELD ON 16TH DECEMBER 2025**

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

**PC26/023 GRIEVANCE PROCEDURE**

The Committee received the Clerk's briefing note on the legal framework for employee complaints about councillors and considered the revised Grievance Procedure.

Following discussion, and the suggestion that the Council may consider waiting until Parliament adjust the Standards Regime for Local Cllrs, the Clerk clarified that these changes were required now to ensure the council fulfilled its obligations as an employer, and with due regard for the duty of care to employees. It was accepted that discussions on standards were progressing but they have been for many years.

In response to the question of whether the policy was excessive in regards the incidents of case law reflected in it, the Clerk explained that much of this case law has existed for some time, the amendments to the policy were in response to the rejection by the NCC Monitoring Officer to accept Code of Conduct Complaints from the Council as a Corporate Body. The result being the Council as an employer cannot progress a complaint, only an individual. The policy the Council had in place, adopted from the SLCC Model and in keeping with the ACAS Code of Practice reflected that Standards complaints would be made by the Council.

It was **AGREED** to recommend the revised Grievance Procedure to Full Council for adoption.

**PC26/024 TRAINING COSTS REIMBURSEMENT POLICY**

The Committee received the Clerk's briefing note and considered the new Training Costs Reimbursement Policy.

It was **AGREED** to recommend the Training Costs Reimbursement Policy to Full Council for adoption.

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**PC26/025 LONE WORKING POLICY**

The Committee received and considered the Draft Policy on Lone Working.

It was **AGREED** to recommend the Lone Working Policy to Full Council for adoption.

**PC26/026 BUILDING SECURITY AND VISITOR PROTOCOL**

The meeting discussed to incident at the previous meeting, which was fully explained in a later email to all Cllrs, also noting the swift action taken in response.

The Committee received and considered the Draft Policy on Building Security and Visitor Protocol.

It was **AGREED** to recommend the Building Security and Visitor Protocol to Full Council for adoption.

**PC26/027 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.

**PC26/028 STAFFING MATTER**

The Committee received a confidential update from the Executive Officer regarding a staffing matter, proceeding action was agreed.

The Committee received information pertaining to the recruitment process for the post of Deputy Town Clerk.

It was **AGREED** that the interview panel for the role of Deputy Town Clerk should include Cllr Lynne Grimshaw, Cllr Kerry Davison, and Cllr Paul Wright, together with the Executive Officer/RFO.

**END OF MEETING**