



**CHAPEL-EN-LE-FRITH PARISH COUNCIL**

Town Hall, Market Street, Chapel-en-le-Frith, SK23 0HP

Tel: 01298 813320

clerk@chapelpc.org

[www.chapelpc.org](http://www.chapelpc.org)

Office Hours: Thursday 9.00 to 12.30

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3<sup>rd</sup> April 2025

**Personnel Committee  
Thursday 10<sup>th</sup> April 2025  
Annexe, Chapel-en-le-Frith Town Hall**

To: Members of the Personnel Committee

You are summoned to attend a meeting of the Committee to be held at 6.30pm on Thursday 10<sup>th</sup> April 2025.

*Emma Howe*

Assistant Clerk to the Council

**AGENDA**

1. To receive apologies for absence
2. To make any Declarations of Interest re items on the agenda
3. To approve the minutes of the Committee's meeting held on 4<sup>th</sup> March 2025.
4. 'To determine which items, if any, from the Agenda should be taken with the public excluded. If the Parish Council decides to exclude the public, it will be necessary to pass a resolution in the following terms: "to consider a resolution under the Public Bodies (Admission to Meetings Act 1960) s1 to exclude members of the press and public in order to discuss item number ..."  
This item will then be discussed with press and public excluded.'
5. Motion from Cllr Adshead – That the council conducts a full review of all paid roles with the intention of providing time/cost savings and improving productivity.
6. Report from Cllr Perkins and Young regarding a staff investigation
7. To consider staff handbook policies for the following items:
  - Annual leave
  - Appraisals
  - Compassionate Leave
  - Contracts of employment
  - Dignity at work
  - Disciplinary
  - Equity and Diversity
  - Flexible working
  - Grievance
  - Home working
  - Lone Worker
  - Maternity leave and pay
  - Paternity leave and pay
  - Performance improvement policy
  - Performance improvement plan

Sexual harassment risk assessment

Sexual & general harassment

Training & development

Whistleblowing