



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

Office Hours: Thursday 9.00 to 12.30

29th May 2025

Personnel Committee
Thursday 5th June 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 5th June 2025.

Emma Howe

Assistant Clerk to the Council

AGENDA

1. Election of Chair
2. Election of Vice Chair
3. To receive apologies for absence
4. To make any Declarations of Interest re items on the agenda
5. To approve the minutes of the Committee's meeting held on 10th April 2025
6. '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.'
7. 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.
8. To receive a report following the Clerks finalisation of her probationary period
9. To consider a request from the Assistant Clerk to take 3 weeks consecutive annual leave next year
10. To arrange dates for the personnel committee meetings for the rest of the year
11. To review the Terms of Reference for the Committee
12. To consider staff handbook policies for the following items:
 - Contracts of employment
 - Dignity at Work
 - Performance improvement policy
 - Performance improvement plan
 - Training & development