



CHAPEL-EN-LE-FRITH PARISH COUNCIL

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

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Office Hours: Thursday 9.00 to 12.30

26th June 2025

**Personnel Committee
Thursday 3rd July 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 3rd July 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 5th June 2025
 4. Matters arising:
 - Assistant clerk extended holiday request – update.
 5. '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.'
 6. To establish a working party to review paid staff roles and responsibilities.
 7. To establish a working party to consider role of personnel committee in development plans for CELF Parish Council 2026-2028 (if motion passed at Full Committee on July 1st)
 8. To consider asking the Parks staff to paint the Annexe as an urgent priority over all other duties.
 9. To review the amended Terms of Reference for the Committee
 10. To consider staff handbook policies for the following items:
 - Annual leave policy
 - Appraisals Policy
 - Flexible Working Policy
 - Homeworking Policy
- PLEASE NOTE THAT STAFF HANDBOOK WITH THESE POLICIES HAS BEEN PREVIOUSLY DISTRIBUTED.