

CHAPEL-EN-LE-FRITH PARISH COUNCIL

Minutes of the meeting of the Personnel Committee of
19th February 2025, held at Chapel Town Hall at 6.30pm

Present: Cllrs M Chantler, A Foreshew-Cain (Chair), J Perkins, S Young, C Williams

In attendance: Assistant Clerk Mrs. E. Howe

25/367 Apologies for absence None

25/368 Declarations of Interests Nil

25/369 Minutes of previous meeting It was resolved to approve as a true and correct record the minutes of the Committee meeting on 4th August 2024.

25/370 '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.' None.

25/371 To consider a request from the Assistant Clerk to carry more than one weeks holiday entitlement over to next year due to exceptional circumstances. All agreed the Assistant Clerk can carry one additional week's holiday entitlement over to 2025/2026. **Action: Ast Clerk**

Councillor Foreshew-Cain arrived at 7.09pm

25/372 To review the job description and pay scale of the Assistant Clerk following a change in working hours and responsibilities. It was agreed to defer this item until the next personnel meeting which the Clerk of the Council will minute. **Action: Ast Clerk**

25/373 To prepare and agree on a job advertisement and job description for the seasonal park keeper position. It was agreed the interviews will be undertaken by the Chair of Personnel, Clerk and Park Manager. The seasonal member of staff will be employed from 1st April until 30th September 2025 for 16 hours a week at pay scale 2. A job advert is to be prepared and published as soon as possible. **Action:**

AFC & Ast Clerk

25/374 To draft policies for the following items: Bullying & Harassment, Whistleblowing, Absence & Sickness, Flexible Working, Appraisals and performance Management, Lone Working, Remote & Hybrid Working and Volunteer Workers. It was agreed drafts been started and brought to the next meeting for discussion. **Action: AFC & Ast Clerk**

The meeting closed at 7.29pm

CHAIR

DRAFT