

CHAPEL-EN-LE-FRITH PARISH COUNCIL

Minutes of the meeting of the Personnel Committee
held on 10th April 2025, at Chapel Town Hall at 6.30pm

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

In attendance: Mrs. E. Howe – Assistant Clerk

26/028 Apologies for absence Councillor C Williams

26/029 Declarations of Interests Nil

26/030 Minutes of previous meeting It was resolved to approve as a true and correct record the minutes of the Committee meetings held on 19th February and 4th March 2025.

26/031 '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.

26/032 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.

Cllr Adshead emailed prior to the meeting to request this item be deferred until he can attend the meeting to explain the motion in more detail.

26/033 Report from Cllr Perkins and Young regarding a staff investigation

The investigation has been concluded and the matter has been referred back to the line manager.

26/034 To consider staff handbook policies It was agreed to consider 5 policies at a time at each personnel committee meeting, the first policies to be considered at the next meeting are:

Individual employee contracts

Dignity at Work

Performance improvement policy

Performance improvement plan

Training and development policy

It was agreed to minute a note of thanks to Emma Howe for creating the staff handbook and for all the work that been undertaken to create the policies.

The meeting closed at 7.12pm

CHAIR