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HAYDON WICK PARISH COUNCIL

Minutes of the Personnel Sub-Committee Meeting, held in the Parish Council Offices on Tuesday 27th May 2025 at 18.30.

In attendance: Councillors V Manro (Chair), R Hailstone, S Heyes, P Park, A Roupelis and R Worman

Officers: Georgina Morgan-Denn, Chief Officer/Clerk & RFO & Laura Cutter, Deputy Clerk/RFO, HR & Services Manager

1. Apologies for Absence
There were no apologies.

2. Declarations of Interest
There were none.

3. Chairman's Announcements
There were none.

4. Minutes of the Previous Meeting

Proposed: Councillor R Hailstone Seconded: Councillor S Heyes

Vote: Agreed with one (1) abstention.

RESOLVED: That the minutes of the Personnel Sub-Committee held on 20th January 2025 be signed as a correct record.

5. Staffing Matters

Members received a confidential report on current staffing matters and resolved the following:

- A) Noted a summary report of a potential disciplinary incident and agreed for two Councillors: P Park and R Hailstone to sit on the Disciplinary Hearing panel. Councillors S Heyes and V Manro would be available for escalation to potential Appeal.
- B) Noted an internal vacancy for a Lead Operative on the Tidy Up Team will run for one week in June.
- C) Noted the Accounts Assistant is working an additional three (3) hours during her probationary period.
- D) Noted the Parks & Open Spaces Absences from April 2024-25.
- E) Noted the Office will be closed from 3.30pm on the 24th December and re-open from 8.00am on Monday 5th January 2026. An essential Parks & Open Spaces Tidy Up service will run throughout the festive period.
- F) Agreed in principle to progress a Corporate Social Responsibility proposal and bring back to a future meeting.
- G) Deferred the discussion relating to the team's safety as members of the public visit the office to Full Council later that evening.
- H) Noted the Chief Officer's Objectives for 2025-26.

6. Items for the next Agenda
To be provided as required.

The meeting closed at 19.00.

Chairman: _____