

Minute Book: Page 3

Minutes of the Personnel Sub-Committee Meeting, held in the Parish Council Offices on Tuesday 27th October 2025 at 4.30pm.

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

Officer: Georgina Morgan-Denn, Chief Officer/Clerk & RFO

1. Apologies for Absence

Apologies were noted for Councillors A Roupelis & R Worman (Personal Commitments).

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 Abstention.

RESOLVED: That the minutes of the Personnel Sub-Committee held on 26th August 2025 be signed as a correct record.

5. Staffing Matters

Members received a confidential report on current staffing matters which is held on file and agreed the following:

1. An Injury Claim was noted and has been dealt with by the Council's Insurance Company.
2. The Disciplinary Case has concluded with the assistance of independent HR Case Advisors.
3. Recommendation to Full Council to adopt the draft Employee Recognition Scheme policy, revised budget requirement of £750.00 for the remainder of FY 2024/25 and a proposed budget aspiration of £1,700.00 for 2026/27.
4. Recommendation to Full Council to award an employee who has taken on additional responsibilities in 2025.

Proposed: Councillor R Hailstone

Seconded: Councillor P Park

Vote: Agreed unanimously.

RESOLVED: To recommend to Full Council the following:

1. To adopt the draft Employee Recognition Scheme policy as presented, the revised budget requirement of £750.00 for the remainder of FY 2024/25 and a proposed budget aspiration of £1,700.00 for 2026/27.
2. To award a discretionary payment to an employee, in line with the Council's Stepping Up & Additional Duties Policy. The payment to be made in December 2025. A confidential report is held on file.
- 3.

6. Items for the next Agenda

To be provided as required.

The meeting closed at 5.10pm. Chairman: _____