

Minute Book: Page 12

Minutes of the Personnel Sub-Committee Meeting, held in the Parish Council Offices on Monday 21st September 2026 at 2.00pm.

In attendance: Councillors A Roupelis (Chair), L Jackson, J Jackson, R Hailstone, S Heyes and V Manro

Officers: Georgina Morgan-Denn, Chief Officer/Clerk & RFO
Laura Cutter, Deputy Clerk/RFO, HR & Services Manager
Jason Watts, Parks & Open Spaces Manager

1. Apologies for Absence

There were Apologies for Absence from Councillor J Ireland (Personal Commitments).

2. Declarations of Interest

There were none.

3. Chairman's Announcements

There were none.

4. Minutes of the Previous Meetings:

15th July 2026

Proposed: Councillor V Manro

Seconded: Councillor J Jackson

Vote: Agreed with one Abstention.

RESOLVED: That the minutes of the Personnel Sub-Committee held on 15th July 2026 be signed as a correct record.

9th September 2026

Proposed: Councillor L Jackson

Seconded: Councillor R Hailstone

Vote: Agreed unanimously.

RESOLVED: That the minutes of the Personnel Sub-Committee held on 9th September 2026 be signed as a correct record.

5. Staffing Matters

Members received a confidential report, held on file. It was noted the proposals represented a saving of approximately £46,000 in the 101/307 combined salary budgets. Councillors resolved the following:

- 1. To note the verbal update on the recent staffing matter requiring Scheme of Delegation between the Chief Officer, Chairman and Vice Chairman of the Council will be executed to expediate decision making.**
- 2. To note that due to limited resources within POS Team resulting following annual leave, sickness absence, phased returns and ongoing staffing issues, several team members are working overtime across three weekends in September to help address the backlog of reactive works and bring workloads back up to date.**
- 3. To recommend to Full Council two SCP uplifts for the Memory Cafe & Community Co Ordinator and regrading the role.**
- 4. To recommend to Full Council two SCPs uplift for the Parks & Open Spaces Manager and regrading the role.**

Minute Book: Page 13

5. To recommend to Full Council one SCP uplift for 1 x Parks & Open Spaces Operative and regrading their role.
 6. To recommend to Full Council the introduction of a Deputy POS Manager SCP 24 (£36,581.00 equivalent to £20.04 per hour) – SCP 28 (£40,444.00 equivalent to £22.16 per hour). The commencement salary will be dependent upon the candidate and will start from 1st December 2026. To be advertised externally from October 2026.
 7. To recommend to Full Council to implement a trial of an Employee Assistance Programme (to include Parish Councillors, Staff & Regular Volunteers). The trial programme will extend to 12 months at a cost of approximately £1,000.00 with the potential to establish an ongoing budget provision from 2027, subject to evaluation. Budget allocation: capital projects / HR platform 605 / 4606 (£6,000 available).
 8. To recommend to Full Council funding the Deputy Clerk, HR & Services Manager's academic progression to a Foundation Degree - Level 5 of the Community Governance. 2026/27 using £1,500.00 available in EMR 320 Staff Development, with the remaining £2,500.00 to be funded from General Reserves (if there is no shortfall in staff training this year). For another £4,000.00 to be added to committed expenditure in 2027/28's Budget Setting.
6. **Items for the next Agenda**
To be provided as required.

The meeting closed at 14:55.

Chairman: _____