



MINUTES OF PERSONNEL COMMITTEE MEETING

MONDAY 14 SEPTEMBER 2026, LAYER VILLAGE HALL, 19:15

Chair	Councillor Mrs C Chambers	Present
Vice Chair	Councillor Mrs M.A. Hughes MBE	Present
	Councillor Mrs S.E. Hughes	Present
	Councillor Mr. P Pyke	Present
Clerk & RFO	In attendance	

P2526/057 APOLOGIES

- RECEIVE** apologies for absence - *received in writing by the clerk prior to the meeting* **NONE**
- NOTE** decisions to accept apologies for absence.

P2526/058 DECLARATIONS OF INTEREST

- RECEIVE** declarations of interest relating to the agenda. *Cllr Mrs. C Chambers in relation to finance due to occupation/employer.*
- NOTE** decisions of requests for dispensation relating to the agenda. *Dispensation given to remain in the meeting.*

P2526/059 MINUTES - APPROVE minutes (previously circulated) as a true record - *for signature by the chair* **The minutes of the previous meeting were **APPROVED** and duly signed by the Chair. Proposed by Cllr Mr. P Pyke, seconded by Cllr Mrs. S Hughes, agreed by all.**

P2526/060 PERSONNEL MATTERS - RESOLVE pursuant to s1(2) Public Bodied Act 1960 for the public and press to leave the meeting due to the confidential nature of the business to be transacted.

P2526/061 REVIEW Clerk & RFO - discuss then formulate any resolution deemed necessary, along with any further actions:

- Performance and needs *No performance issues were raised. The Clerk & RFO confirmed that his needs for training had been met*
- Hours worked and holiday hours used last FY/remaining – review *The Clerk and RFO updated the meeting on holiday taken as well as hours worked. Due to needing to be away over the past 3 weeks, some hours of under work had built up and would be used to balance out overtime about to happen due to the special project and tender process completions about to happen*
- Personal review timetable *Given the pressures of current work, a date will be set for December to start the review process.*
- CILCA training and exam *A discussion was held and it was decided to focus on the s106 projects alongside the historic personnel issues. **ACTION:** The Clerk & RFO will format a letter accordingly for signature*
- National pay rise negotiated – 3.3% *It was **RESOLVED** to **APPROVE** the payment of the national pay rise backdated to the 1st April 2026*

P2526/062 Review of Personnel Committee – discuss then formulate any resolution deemed necessary, along with any further actions *It was agreed to continue the meeting on the current schedule noting that an extra ordinary meeting can be called at any time if the need arises.*

P2526/063 RECEIVE update on historic personnel issues, discuss then formulate any resolution deemed necessary, along with any further actions *Updates had been circulated in preceding days and no further update was required.*

P2526/064 NEXT MEETING – 14th December 2026 at 19:15

Close of meeting