

**Minutes of the Personnel Committee Meeting  
held in The Council Chambers, New Mills Town Hall, New Mills  
At 1.00pm on Friday 30 August 2024**

Councillors Present Simon Evans (Chair), Beth Eadie, Lyn Bannister and Steve Davey

In Attendance Clare Wild (Clerk).

**PERS/24/20 Apologies for Absence**

All members of the committee had been present. It had been noted that this committee should be restricted to named members only, being the Chair and Vice-Chairs.

**ACTION:** Committee to make a recommendation to Full Council to consider updating the Standing Orders and/or Committee Terms of reference to reflect improved practices.

**PERS/24/21 Declaration of Members Interests**

None

**PERS/24/22 Public Speaking**

No members of the public had been present.

**PERS/24/22 Minutes of the previous meetings**

**RESOLVED:** Minutes of the Personnel Sub-Committee meeting held on Friday 15 March and Friday 5 April 2024 had been confirmed as a true and accurate record of the meetings.

**PERS/24/23 Exclusion of the Press and Public**

**RESOLVED:** The press and public to be excluded from the meeting of the following matters on the grounds that they could involve the disclosure of exempt information as defined in The Local Government Act, Schedule 12A, Part 1.

**PERS/24/24 Review of Previous Actions**

**PERS/24/09 Annual Leave**

Clerk advised committee that she had been monitoring NMTC staff annual leave and had been working to ensure that holidays are taken by staff, whilst causing the minimal disruption to service provision.

**PERS/24/16 One to One Meetings, Council Misson and Aims**

Clerk requested the council provide the staff body with a clear focus and goals on how officers can deliver the best service possible.

Committee advised that they still needed to complete this action and make a recommendation to the council. Clerk welcomed this to support setting staff objectives for annual appraisals.

**ACTION:** The Personnel committee would present a recommendation to the council that can be communicated to staff, wider community and stakeholders.

**PERS/24/18 Staff Survey**

Committee had reviewed the results and noted that this would make a baseline measure to benchmark against for the exercise when repeated next year. Members had been satisfied that any matters of concerns or issues would have been raised with the Clerk as part of their one-to-one meetings.

**PERS/24/25 Recruitment of Staff & Volunteers**

Clerk reported that the since the last meeting recruitment of staff to work in High Lea Hall, in line with the approved staff structure, had taken place. Hospitality Lead & Communications Officer, on a job share basis, and café assistants to support operations

Clerk drew members' attention to the staff fixed term contract that would be ending soon and will work with the council to explore strategic options moving forward.

Following the introduction of the new volunteer policy the Clerk reported a recruitment session at High Lea Hall will be held in the future, to make accessing the volunteer roles easier for members of the public. Previous volunteers and individuals that had expressed an interest will be invited.

Friends of Rowarth, would also be signed up as volunteers whilst working on the hedge planting project.

**PERS/24/26 Staff Structure and Development**

The Clerk advised that planning for staffing for 2025-2026 had started being considered as part of the budget setting process.

Several training opportunities for staff were being investigated to improve services and/or decrease costs by reducing the use of external contractors. A training policy would be introduced to monitor and gain return on investment.

The meeting closed at 2.08pm

Signed as a true and correct record of the meeting

Chair \_\_\_\_\_ Date \_\_\_\_\_

\*\* Please ensure that each page is signed and dated\*\*