

**Minutes of the Personnel Committee Meeting
held in The Council Chambers, New Mills Town Hall, New Mills
At 12.00pm on Friday 11 October 2024**

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

In Attendance Clare Wild (Clerk).

PERS/24/27 Apologies for Absence

None

PERS/24/28 Declaration of Members Interests

None

PERS/24/29 Public Speaking

No members of the public had been present.

PERS/24/30 Minutes of the previous meetings

RESOLVED: Minutes of the Personnel Sub-Committee meeting held on Friday 30 August 2024 had been confirmed as a true and accurate record of the meetings.

PERS/24/31 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/24/32 Review of Previous Actions

Committee noted that all previous actions had been completed

**PERS/24/33 Recruitment and Development
Communications Support**

The Clerk had drawn the Committees attention to lack of officer support with council communications and had been seeking to address this recourse following the Council's decision to replace the fixed term post of Hospitality Lead and Communications Officer based at High Lea Hall (HLH) with a role to who's sole focus would be the operations and development of HLH.

The Clerk had also informed the Committee that through training and developing a wider understanding of the duties and current responsibilities there were three job roles to be undertaken- Minute Taker, Clerk and Responsible Finance Officer (RFO), all with distinctive functions and priorities. To support the Council in progressing changes and moving forward, more recently, there had been more emphasis on gaining

knowledge as a Clerk and RFO, which had impacted on the timely production of minutes.

Committee discussed and acknowledged that in the short term, approximately two years, that the Council would need to add in additional resources during this period to allow for training to be completed and updated policies and procedures to be established. Following this, as efficiency grows, cost saving measures could be introduced reducing expenditure medium to long term.

It had also been noted that the IT infrastructure and software packages could be upgraded to enable smarter and quicker working practices that would assist staff to be more effective in their roles. This would provide the better return and output from this essential resource that represented approximately 56% of the Councils current expenditure.

Clerk had been asked to prioritise minutes and consider options to boost staff resources in the short term with a view to providing minutes to the public in a timely manner as the Council considered keeping their actions transparent and communicated as essential and an important ethos that the Council committed to when they were elected.

ACTION: Clerk to provide options for the Committee to consider and make recommendations to the Council to resolve resource capacity issue.

Due to the competing priorities the Clerk requested that the Council were provided with a list of actions/activities to be provided with clearer understanding of importance. Adding that whilst useful in the council adopting high level Mission Statements and Aims the under-pinning objectives still remained unclear.

ACTION: Clerk to provide a list of actions for the Council to decide where resources should be focused.

PERS/24/34 Training and Development

Clerk expressed the need to provide a budget to support the on-going training and development of Council Officers, whilst this matter had been discussed previously a financial commitment had yet to be made to support this. The Clerk continued to work with NMTC department managers to establish requirements and cost plus a supporting policy.

The meeting closed at 1.15pm

Signed as a true and correct record of the meeting

Chair _____ Date _____

Please ensure that each page is signed and dated**