

**To Councillors:** A Baker, M Gemmell Smith, A Layland, M McArthur (*Chair*), S McGregor, M Stockdale, B Todd.

Notice is hereby given of a Personnel Committee Meeting to be held in Doggetts Barn on 30 June 2026 at 11:00 am, which Councillors are summonsed to attend.

Town Clerk  
25 June 2026

To assist in the speedy and efficient dispatch of business members wishing to obtain factual information on items included on the Agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Council Meetings may be recorded. Any person intending to make recordings is advised to notify the Clerk in advance so that appropriate arrangements can be made

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## Agenda

*In view of the confidential nature of Agenda Items 6, 7, 7.1, 7.2, 8, 8.1, 9, 10, 11 to be discussed, the Chair will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.*

<b>1</b>	<b>Election of Committee Chairman for the ensuing year</b>	<b>2</b>
<b>2</b>	<b>To receive apologies for absence</b>	<b>2</b>
<b>3</b>	<b>Declaration of Interests or Predetermination</b>	<b>2</b>
<b>4</b>	<b>To receive, approve and sign the minutes of the Personnel Meeting held on 3 March 2026 (pages 2023-129/1-6).</b>	<b>2</b>
<b>5</b>	<b>Matters arising not covered elsewhere</b>	<b>2</b>
<b>6</b>	<b>[CONFIDENTIAL] Budget 2026-27 monitoring and NJC pay update</b>	<b>2</b>
<b>7</b>	<b>[CONFIDENTIAL] To discuss Personnel matters</b>	<b>3</b>
	7.1 [CONFIDENTIAL] Staff attendance/absence for 2026-27 - first quarter	3
	7.2 [CONFIDENTIAL] Medical Insurance Scheme – Eligibility Review	3
<b>8</b>	<b>[CONFIDENTIAL] To receive an update on other staff matters</b>	<b>4</b>
	8.1 [CONFIDENTIAL] Permanent Contract - Guy Holden	4
<b>9</b>	<b>[CONFIDENTIAL] Community Warden role – service review and future provision</b>	<b>4</b>
<b>10</b>	<b>[CONFIDENTIAL] HR and H&amp;S consultancy services provision and agreement - to receive an update on the potential transition to a new provider</b>	<b>5</b>
<b>11</b>	<b>[CONFIDENTIAL] To review the Personnel Risk Assessment</b>	<b>7</b>

# Meeting Papers & Report

1 **Election of Committee Chairman for the ensuing year**


2 **To receive apologies for absence**

3 **Declaration of Interests or Predetermination**

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

Members are reminded to the Code of Conduct, and Appendix B - Registering interests and nonparticipation.

4 **To receive, approve and sign the minutes of the Personnel Meeting held on 3 March 2026 (pages 2023-129/1-6).**

 Personnel | 03 March 2026 v.1 - Minutes (Pages 2023-129/1-6)

5 **Matters arising not covered elsewhere**

Updates below following March meeting:

**Annual contract HR and H&S services:** At the March meeting, I noted as a reminder that the Worknest I had thought ended in 2027, and would therefore explore options. This is not the case, but nevertheless, options are presented in agenda item 10.

**Annual Leave:** Employees have been encouraged to ensure they book annual leave throughout the year, and reminded not to leave until end of year (March).

**Medicals for grounds Team:** All medicals were undertaken. No issues other than a couple of recommendations for eye tests. I have confirmed as they drive for work Council will reimburse eye test cost.

**Paternity leave:** One member of staff will be taking their paternity leave in two or three periods across July and August, in addition to some annual leave.

**Probation periods:** WorkNest has advised that, from 1 January 2027, employees will gain ordinary unfair dismissal rights after six months' service (reduced from the current two years). To minimise risk, they recommend a standard three-month probation period, with any extensions normally ending by five months, and ensuring any decision to terminate employment (including the notice period) is completed before the employee reaches six months' service. Our current practice is already to operate a three-month probation period, so no change to our policy is required at this stage.

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6 **[CONFIDENTIAL] Budget 2026-27 monitoring and NJC pay update**

*Confidential item omitted from public papers.*

7

**[CONFIDENTIAL] To discuss Personnel matters**

*Confidential item omitted from public papers.*

7.1 **[CONFIDENTIAL] Staff attendance/absence for 2026-27 - first quarter**

*Confidential item omitted from public papers.*

7.2 **[CONFIDENTIAL] Medical Insurance Scheme – Eligibility Review**

*Confidential item omitted from public papers.*

8 **[CONFIDENTIAL] To receive an update on other staff matters**  
*Confidential item omitted from public papers.*

8.1 **[CONFIDENTIAL] Permanent Contract - Guy Holden**  
*Confidential item omitted from public papers.*

9 **[CONFIDENTIAL] Community Warden role – service review and future provision**  
*Confidential item omitted from public papers.*

**[CONFIDENTIAL] HR and H&S consultancy services provision and agreement - to receive an update on the potential transition to a new provider**

*Confidential item omitted from public papers.*



11 **[CONFIDENTIAL] To review the Personnel Risk Assessment**  
*Confidential item omitted from public papers.*