



**Minutes of the meeting of Personnel Committee meeting
on Wednesday 6th May 2026 at 5.45pm in Committee
Room at Town Hall**

Present: Joseph Athorn (Chair), Barry Darch (from Item 7), Richard Stubbings, Christine Wheeler

In Attendance: Paul Cunningham, Town Clerk; Candi Turner, Deputy Town Clerk

Apologies: Stephanie Bubb, Alan Hopley

Absent: Gillian Birrell, Jeff Harris

Members of public: none.

1 - To receive apologies for absence

Received from Alan Hopley and Stevie Bubb.

What?	By Whom?	By When?
There are no actions for this item.		

**2 - To receive Declarations of Interest or any requests for the
granting of dispensations in relation to any Disclosable Pecuniary
Interests in items on the agenda**

There were none.

What?	By Whom?	By When?
There are no actions for this item.		

**3 - To approve the minutes of the committee meeting held on
Wednesday 25th March 2026**

Motion to approve minutes: Cllr Stubbings.

Seconded by Cllr Wheeler.

Councillors voted in favour and it was therefore

RESOLVED To accept for accuracy and adoption the minutes of the Personnel Committee meeting held on Wednesday 25th March 2026.

What?	By Whom?	By When?
There are no actions for this item.		

**4 - To note the new obligation on employers to keep holiday
records and to receive reassurance from officers that council
complies with this obligation**

This was noted.

What?	By Whom?	By When?
There are no actions for this item.		

5 - To note changes to employment rights as a result of the Employment Rights Act 2025 and to amend council employment documentation accordingly

Cllr Stubbings proposed that the following changes to council documentation be agreed:

remove the statement 'Statutory Sick Pay is not payable for the first 3 days of sickness' from template Contract of Employment;

amend our Paternity (Maternity Support) Leave Policy and Scheme to remove this sentence from Section 3.1: "have at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth";

insert a clause into our template contract of employment to include Bereaved Partner's Paternity Leave right.

This was seconded by Cllr Wheeler.

Councillors voted in favour and it was therefore

RESOLVED To

remove the statement 'Statutory Sick Pay is not payable for the first 3 days of sickness' from template Contract of Employment;

amend our Paternity (Maternity Support) Leave Policy and Scheme to remove this sentence from Section 3.1: "have at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth";

insert a clause into our template contract of employment to include Bereaved Partner's Paternity Leave right.

What?	By Whom?	By When?
Make changes to employment documentation	Paul Cunningham	15/06/2026

6 - To receive advice from SALC on Absence Management and to consider if changes are needed to council's HR systems

Councillors considered the SALC advice on absence management and the council's own records of absence.

They asked Town Clerk to amend the sickness record form to add a comments box. They also asked Town Clerk to create a draft document showing 'trigger points' for formal review of absence, to be considered at the next meeting of the committee.

What?	By Whom?	By When?
-------	----------	----------

Create a draft document showing 'trigger points' for formal review of absence, to be considered at the next meeting of the committee.	Paul Cunningham	15/06/2026
---	-----------------	------------

7 - To consider an HR subscription service to ensure that HR systems and policies are in place

Councillors discussed the suggestion from Town Clerk.

Cllr Stubbings noted that many of the issues are caused by our divergent from the 'Green Book' terms and conditions. He therefore proposed that Town Clerk and Deputy Town Clerk be asked to engage with the council's retained Personnel consultant to investigate what would be involved in adopting 'Green Book' terms and conditions.

Seconded by Cllr Wheeler.

Councillors voted in favour and it was therefore

RESOLVED To ask Town Clerk and Deputy Town Clerk be asked to engage with the council's retained Personnel consultant to investigate what would be involved in adopting 'Green Book' terms and conditions.

What?	By Whom?	By When?
Engage with the council's retained Personnel consultant to investigate what would be involved in adopting 'Green Book' terms and conditions.	Paul Cunningham & Candi Turner	15/06/2026

8 - To consider confidential items

RESOLVED That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the remaining matters.

What?	By Whom?	By When?
There are no actions for this item.		

9 - To approve the confidential minutes of the committee meeting held on Wednesday 25th March 2026

Motion to approve confidential minutes: Cllr Stubbings.

Seconded by Cllr Wheeler.

Councillors voted in favour and it was therefore

RESOLVED To accept for accuracy and adoption the confidential minutes of the Personnel Committee meeting held on Wednesday 25th March 2026.