



Title	Personnel Committee
Date of Meeting Time	26 th March 2026 7:45 pm
Status	Draft Minutes – to be ratified at the next Committee meeting
Reference Documents	Agenda Papers for Personnel – 26th March 2026

Attendance

Committee Members	Clr Richard Walton (Chair) Clr David Brown (Vice Chair) Clr Robert Douglas Clr Sally Ann Holland Clr Amanda Martin Clr Rob Moreton Clr Kay Wesley Clr Glen Williams
Ex Officio	0
Non-Committee Members	0
Officers	David McGifford (Chief Officer)
Members of the Press	0
Members of the Public	0

1. Apologies for Absence

Apologies were received from Cllr Russell Chadwick

2. **Minutes of Previous Meetings**

PRES/16/2526 resolved to approve and sign the Personnel Committee minutes held on 4th December 2025 as a correct record.

3. Declaration of Interest

Declarations were received by cllrs David Brown, Sally Ann Holland and Rob Moreton

4. Questions from Members of the Public

There were no questions from members of the public.

5. **Urgent Items**

There were no urgent items.

6. **Resolution to Exclude the Public and Press from Items 7, 8 and 9**

PRES/17/2526 resolved to approve the exclusion of the Public and Press due to private staffing matters

7. **Approval of Chief Officer Job Description**

PRES/18/2526 resolved to approve the Chief Officer job description, subject to closer alignment with NALC's model Chief Officer Job description

8. **Streetscape Staffing Update**

PRES/19/2526 resolved to approve the staffing update relating to the recruitment of 2 streetscape operatives – Streetscape Flexi and Countryside Manager

9. **Increment Increase**

PRES/20/2526 resolved to approve the increment increase for the Responsible Financial Officer and backdated to the 1st September 2025

Richard Walton
Chair