



Garstang Town Council

Town Clerk: Mrs E Parry

Tel: 07592 792 801

Email: clerk@garstangtowncouncil.gov.uk

Web: www.garstangtowncouncil.gov.uk

Garstang Scout and
Guide Headquarters,
Kepple Lane
Garstang
PR3 1PB

Personnel Committee Meeting, 16th July 2025 Agenda

Personnel Committee Members and members of the press & public

You are summoned to a meeting of the Personnel Committee to consider the items detailed on the attached agenda.

The meeting will be held at Garstang library, Windsor Road,
Garstang, PR3 1EX

on Wednesday 16th July 2025 at 7.00pm.

If you are unable to attend please could you submit an apology to the Clerk.

Members of the public and press are invited to attend the meeting

Please contact the Clerk by 13.00, Wednesday 16th July, to express your interest in attending the meeting.

Recording of Public Council Meetings

Please be aware that the public meeting may be recorded for the accuracy of the minutes.

As per standing orders 12g; for any meeting that has been recorded the recording will be kept for a period of 6 months after the minutes have been approved as accurate before the recording is deleted.

E Parry
Town Clerk
10th July 2025

Agenda

- 1) **Appointment of Chair – for decision**
Reference: the Committee of the [Terms of Reference and Scheme of Delegation](#). Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Deputy-Chairman who shall hold office until the next Annual Meeting of the council.
- 2) **Appointment of Deputy Chair – for decision**
- 3) **Apologies for Absence**
To receive apologies for absence.
- 4) **Declaration of Interests and Dispensations**
To receive disclosures of pecuniary and non-pecuniary interests and dispensation requests from Councillors on matters to be considered at the meeting.
- 5) **Minutes of the last meeting – for decision**
Councillors are asked to approve, as a correct record, the [minutes of the meeting held on 7 May 2025](#).
- 6) **Reference material – for information**
 - a) The Clerk is reminding the Committee of the [Terms of Reference and Scheme of Delegation](#)
 - b) [The Good Councillor's guide to employment](#) gives practical guidance on recruiting and managing employees effectively and in compliance with employment legislation up to the publication date. The guide has been circulated on Teams.
 - c) Building an effective Personnel Committee; SLCC advice – detailed in the Appendix.
 - d) [Society Local Council Clerk \(SLCC\) Clerk's calendar year](#)
 - e) [Acronyms](#)
- 7) **Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public**
To resolve that in accordance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of the remainder of the business, the press and public be excluded from the meeting.
- 8) **Chairman's verbal report – Councillor Perkins – for noting**
- 9) **Staffing report, Clerk – for noting and decision**
- 10) **Regrading of Lengthsman, Clerk and Councillor Atkinson – for decision**

- 11) **Revised Committee Terms of Reference and Scheme of Delegation, Clerk – for decision**
- 12) **Full Council Risk register, Clerk – for decision**
- 13) **Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public**
To resolve that the confidential business having been concluded, the press and public be re-admitted to the meeting.
- 14) **Town Crier, Councillors Keyes – for information**
The Clerk, myself and Councillor Perkins met with the Town Crier on 10/07/2025. VJ day and the involvement of the Town Crier are to be discussed.
- 15) **Date of next meeting**
10th September 2025.

Appendix

Building an effective Personnel Committee.

One of the key areas which challenges relationships between councillors and clerks is the council's responsibility as employer for the clerk. Councils which support and value their staff are better able to deliver their objectives and adapt to changing needs or priorities. Whether the council employs a single member of staff for a few hours a week, or a large and varied team of individuals, good employment practice from recruitment through to support and development is key to achieving the best outcomes for your communities.

The Civility and Respect Project team have worked to deliver a series of podcasts explaining councils responsibilities as employers.

[Podcast 1 – Building an effective personnel committee](#)

In this first podcast Chris Moses explains the importance of ensuring local councils have an effective personnel committee, what the responsibilities of the committee are and gives an overview of the key issues including:

- Who is best suited to be on the committee?
- Effective Terms of Reference.
- Having the right contacts
- Statutory requirements for effective line management.

There is a summary at 20.10 – detailed below!

Full Council is responsible for management activities but on a practical level, this just won't work.

Responsibility needs to be delegated to the HR/Personnel Committee.

It's a committee that has very specific delegated authority and clear terms of reference (ToR) to be able to do the job. T

The ToR spell out the activities of what the committee can do, i.e. Recruitment grievance, discipline, appraisal, sickness, management, employment contract
The committee will carry out these activities with support from relevant professions and in order to do the work, the committee needs to conduct itself with integrity and impartiality. It's up to the chair/deputy chair to make sure that happens.

Also deals with day to day Clerk line management. This can be delegated to a smaller body of two or three councillors, who work with the Clerk daily, weekly and provides guidance and support for the clerk and report back to the committee meetings.

Finally, the committee wants to make sure that it retains all this information in a confidential and secure way, and that only members of that committee can have access to this important data.