

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on THURSDAY 4 JUNE 2026 at 7.00pm

PRESENT: Councillor Dawn Johnston - Chairman
Councillor Elizabeth Wickham – Vice-Chairman
Councillor Lorna Cross
Councillor Ann Duke
Councillor Pete Harris
Councillor Lesley Howes
Councillor Richard Lees

ABSENT: There were none

ALSO PRESENT: Graham Blew – Town Clerk
Indigo Allred – Assistant Town Clerk
Jack Turner – Locum Responsible Financial Officer (via Teams)
Zisha Adamson-Drage – HR Consultant (via Teams)

51/26-27. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

52/26-27. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Emma Ben-Moussa, due to health reasons. On behalf of the Committee the Chairman wished Councillor Ben-Moussa a full and speedy recovery.

Recommended: That the reason for absence, for the above Town Councillors, be formally accepted and approved.

53/26-27. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

54/26-27. **URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

55/26-27. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 21 MAY 2026.

Recommended: That the minutes from the meeting held on 21 May 2026 be confirmed and signed.

56/26-27. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor Lorna Cross and seconded by Councillor Ann Duke.

RESOLVED:

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

No members of the press or public were present during discussion of the following item of business.

57/26-27. REDUNDANCY POLICY – REDUNDANCY PAY / COST ANALYSIS (p).

Members considered the confidential report, correspondence with the RFO and HR consultant, along with the Redundancy Policy.

Members confirmed that the information provided, including that submitted by the Locum RFO, for the item was clear and thorough and allowed full consideration to be given to the proposal provided by the Member of staff.

After a lengthy debate which included the HR Consultant and the Locum RFO, members acknowledged that this was a very challenging discussion, it was unanimously agreed that:

Recommended:

- 1 That, after considering all the information, the proposal brought forward by the member of staff was not financially viable for the reasons outlined in the report and correspondence.
- 2 That the Redundancy Policy be applied in this instance.
- 3 That the enhanced redundancy payment be applied in this instance.
- 4 That pay in lieu of notice be agreed in this instance.

58/26-27. **STAFFING ISSUES – PAYROLL COMPLIANCE REPORT - QUOTE (p).**

Members discussed the contents of the confidential report provided by the Payroll Contractor regarding the option of completing a full payroll compliance check over the past year.

Members considered whether the Town Council needed to undertake this and why they would want to undertake it.

In response to Member enquiries the Locum RFO agreed that he could undertake a payroll compliance check for Employee 72 and Members agreed that this should be undertaken to show that the Council was compliant.

It was proposed, duly seconded and unanimously agreed:

Recommended:

That the Locum RFO complete a full payroll and compliance check regarding Employee 72, for the previous 3 financial years.

There being no further business, the Meeting closed at 7:50 pm.

Signed: _____
(CHAIRMAN)

Date: _____