

MINUTES OF THE PERSONNEL COMMITTEE
OF BIRCHWOOD TOWN COUNCIL HELD AT PARKERS FARM, DELENTY DRIVE
ON TUESDAY 18 AUGUST 2026 AT 12.30 PM

Committee Members Present

Cllr Ian Atkin (Chair)
Cllr David Ball
Cllr Tim Price
Cllr David Ellis (Ex-Officio Member with Voting Rights)
Cllr Julie Brereton (Ex-Officio Member with Voting Rights)

Committee Members Absent

Cllr Nigel Reeves

Also Present:

Ms Safia Kauser	Locum Clerk/RFO
Mrs Hannah Thomas	Deputy Clerk/Deputy RFO

040/26-27 (P) APOLOGIES

Apologies were received from Councillor Reeves due to work commitments.

041/26-27 (P) DECLARATIONS OF PECUNIARY & OTHER INTERESTS

Councillor Ellis – Item 5 – Employment Matter

042/26-27 (P) COMMITTEE MINUTES

RESOLVED: That the draft minutes of the Personnel Committee meeting held on the 4th August 2026 are approved as a true record and signed by the Chair.

043/26-27 (P) EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the remainder of the business to be transacted as it relates to confidential staffing matters and would be prejudicial to the public interest if disclosed.

044/26-27 (P) CONFIDENTIAL EMPLOYMENT MATTER

Members considered a confidential employment matter (see confidential notes on file).

RESOLVED:

- 1) That the Council's Grievance Procedure be followed in relation to the matter under consideration.
- 2) That WorkNest be appointed under Option One to conduct the grievance hearing, determine the findings and outcome, and provide professional note-taking support.
- 3) That matters relating to councillor conduct arising from the grievance be referred to the Monitoring Officer at Warrington Borough Council. Locum Clerk to action.

Signed..... Chairman

Dated:

045/26-27 (P) WORKNEST SUPPORT

Members considered external HR support available to the Council in relation to an employment welfare matter including additional costs for the support (see confidential notes on file).

RESOLVED: That WorkNest be instructed to provide professional HR support to the Council in relation to the employee welfare matter under consideration, including professional note-taking services, and that any subsequent action recommended through that process be progressed as appropriate.

046/26-27 (P) ITEMS FOR A FUTURE AGENDA

There were no additional items to be added onto the next agenda.

047/26-27 (P) DATE OF NEXT MEETING

The next meeting of the Personnel committee is scheduled to take place on Tuesday, 1st September 2026 at 5.00pm.

There being no further business, the Chair closed the meeting at 1.40pm

Signed..... Chairman

Dated: