

**NOTES** of the **STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP** held in the Council Chamber on **17<sup>th</sup> March 2025 at 19.00hours.**

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**Present:** Stuart Condie (Vice Chairman in the Chair),  
Matthew Cornish  
David Eggleton  
Tofojjul Hussain  
Adam White

**Others present:** Cllrs:  
Diane Black  
Janice Henwood  
Andy Stowe  
Brenda Williams  
Peter Williams

The Chief Executive and one member of the public

*\*denotes non attendance*

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**6. ELECTION OF VICE CHAIR**

It was advised that Graham Allen had stepped down as a Councillor, therefore was not present to preside over this meeting. The election of Chair is reserved for Council, therefore the Vice Chair will Chair this meeting, however as this was the first substantive item it needed to be taken first.

**RESOLVED:** Cllr Condie was elected as Vice Chair and took the Chair of this meeting

**7. OPEN FORUM**

There were no questions or comments

**8. APOLOGIES FOR ABSENCE**

There were none

**9. SUBSTITUTES**

There were none

**10. DECLARATIONS OF INTEREST**

There were none

**11. CHAIRMAN'S ANNOUNCEMENTS.**

The Chief Executive advised some questions had been supplied in advance of the meeting generally as to Personnel matters. The questions and replies are appended to these notes.

**12. NOTES OF THE MEETING 21<sup>st</sup> FEBRUARY 2024**

There was some concern that the notes of the previous meeting and paperwork had not been correctly published. This has been corrected and going forward a place allocated for access to agenda and notes.

RESOLVED: To accept the notes of the meeting of 21<sup>st</sup> February 2024 as a correct record

**13. STAFF MOVEMENTS**

The KAG noted the report and thanked the staff for the updated staff organigram. It was commented that a list of staff who had left and the importance of exit interviews would have been appreciated. It was confirmed that exit interviews do take place. The only leaver since the new CEO had taken up post was Liz Clark who had retired.

**14. DEPOT (CHANGES TO PLACE OF WORK )**

The KAG noted the variation to the affected staff reimbursement. It was also advise that the team were back to full time working hours following a long term sickness.

**15. NATIONAL PAY DEAL**

The KAG noted the current position, it was commented that a reduction in 2 hours working week would have a tremendous effect on productivity. It was felt unlikely to be brought in as it was a staple from the employee side, however it remained on the table. It was clarified that the Employer side had yet to respond and no quick resolution would be expected.

**16. PENDING RETIREMENTS / STRUCTURE**

The KAG noted the potential for a staff restructure later this year. It was commented that everytime a staff member leaves the structure and work allocation etc is reconsidered.

**17. HR CONTRACT & POLICY UPDATES**

The KAG noted the arrangements for HR support, it was requested that later in the year an estimation as to how much time and the benefits of the new system be evaluated. The scheme was welcomed and it was commented that the price was good.

**18. TRAINING**

The Chief Executive corrected two dates in the report, one relating to her own level 5 qualification and one relating to Mrs Dolmans conflict training, both were completed in 2024 not 2025 as stated. The level of staff training was commended and Councillors were supportive of the development of staff. It was commented that most of the reported training was legislative and some staff development, role specific, would be welcomed.

It was suggested that a staff development amount could be included in the budget, this would encourage more staff to train and to keep their work skills up to date. Clarification was given that there were believed to be more "update" type training that had been undertaken, but may not have been entered on the record, possibly as the

CPD or briefings being without cost were not necessarily recognised as training as such, by staff. These will be included during the coming year to give a more rounded picture, There are courses identified from appraisals that will be directly linked with the staff and role development coming forward.

The report was noted

There being no other business the meeting was ended at 19.38