

MINUTES OF THE PERSONNEL COMMITTEE HELD ON

8 May 2025

7.00 - 7.22 pm

PRESENT

Committee Members

Councillor Dan Swords (Chair)
Councillor Hannah Ellis (Vice-Chair)
Councillor David Carter
Councillor Joel Charles
Councillor Tony Edwards
Councillor James Griggs
Councillor Nicky Purse
Councillor Lanie Shears

Officers

Julie Ellis, Executive Director
Paul Keen, Communications Officer
Adam Rees, Senior Governance Support Officer
Clare Seymour, Senior HR Advisor
Paul Smith, HR Consultant
Natasha Terrell, Assistant Director - HR and Organisational Development

Also Present

Councillor Tony Durcan

17. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Luke Howard.

18. DECLARATIONS OF INTEREST

None.

19. MINUTES

RESOLVED that the minutes of the meeting held on 28 November 2024 be agreed and signed as a correct record by the Chair.

20. WRITTEN QUESTIONS FROM THE PUBLIC

None.

21. WRITTEN QUESTIONS FROM COUNCILLORS

None.

22. **HR POLICY UPDATES**

The Committee received a report to approve a number of HR policies.

RESOLVED that the following policies be approved:

- A** Probation Policy (attached as Appendix A to the report);
- B** Dignity at Work Policy (attached as Appendix C to the report);
- C** Flexible Retirement Policy (attached as Appendix E to the report);
- D** Drugs, Alcohol, Substance Misuse and Gambling Policy (attached as Appendix F to the report); and
- E** Secondment Policy (attached as Appendix G to the report).

23. **WORKFORCE STATISTICS - QUARTER 3 2024/25**

The Committee received a report on Harlow Council's workforce statistics for quarter 3 of 2024/25.

Councillor James Griggs entered the meeting.

RESOLVED that the Committee:

- A** Reviewed the information and statistics (attached as Appendix A to the report).

24. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE