Personnel Committee November 2026

Update to the quarterly meeting pattern

The Personnel Committee currently meets quarterly in January, April, July and October, on the third Friday of the month at 9.30am.

Under the Committee recommended staff increments procedure, the Committee would review salary increments and make recommendations to Full Council for approval at its April meeting.

The current meeting pattern does not provide a clear lead-in to that approval process, due to the personnel committee meeting falling after Full Council in April.

Rationale for Change

Moving the April meeting to March would allow the Committee to consider staff salary increments and submit its recommendations to the April Full Council meeting.

This would enable the inclusion of any approved increments in the April payroll.

Proposed Meeting Pattern

From March 2027, the Committee would meet quarterly in March, June, September and December.

Meetings would continue to take place on the third Friday of the month at 9.30am.

Recommendations

That the Personnel Committee agree to:

1. Bring forward its April 2027 meeting to Friday 19 March 2027.
2. Adopt a quarterly meeting pattern of March, June, September and December thereafter.
3. Clerk to update meeting calendar invite and website accordingly.