

# AGENDA

## PERSONNEL COMMITTEE

Agenda for the meeting to be held on Wednesday 21 March 2018 at 7.00pm in the Sandbach Literary Institution.

This meeting will be clerked by Ann Banks.

Please register apologies with Ann by 6pm on the day of the meeting.

### 1. EXCLUSION OF PUBLIC AND PRESS

Action: To determine which items of the Personnel Committee Meeting should be considered with the exclusion of public and press [Public Bodies (Admission to Meetings) Act 1960].

### 2. APOLOGIES FOR ABSENCE

### 3. DECLARATIONS OF INTEREST

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in relation to any item on the agenda.

### 4. MINUTES OF THE MEETING HELD

[Attached: Minutes]

i. To approve the minutes of the Personnel Committee meeting held on 27 September 2017 (not approved 17.1.18 due to quoracy).

iii. To approve the minutes of the Personnel Committee meeting held on 17 January 2018.

### 5. END OF YEAR PERFORMANCE REVIEWS AND ANNUAL INCREMENTS

[Attached: Report]            Lead:    Town Clerk

Action: To receive report and where recommended approve incremental pay awards:

- i) Assistant Town Clerk
- ii) Operations Manager
- iii) Finance Officer
- iv) Administrative Assistant / Receptionist

Operations Staff

- v) Facilities and Services Supervisor
- vi) Events and Business Promotion Manager
- vii) Markets Officer
- viii) Facilities and Services Operative
- ix) Events and Business Promotion Officer
- x) Facilities and Services Operative (Cleaner)

**6. TOWN CLERK**

[Attached: Job Description]

Lead: Chair of Personnel

- Action:
- i) Job Description  
To review and consider if changes are required; any changes to be recommended to STC.
  - ii) Line Management  
To review current Line Management arrangements.
  - iii) Absence  
To determine who is responsible for recording absence.

**7. FINANCE OFFICER**

[Attached: Report]

Lead: Town Clerk

Action: To increase the Finance Officers weekly hours from 18.5 to 21 to reflect the increase in financial transactions and reporting now required.

**8. STAFF SURVEY - REVIEW**

[Summary, including 'free text' comments]

Lead: Town Clerk

Action: To consider summary and determine if any further action required.

**9. ITEMS FOR NEXT MEETING**

**10. DATE, TIME AND PLACE OF NEXT MEETING**

The next meeting of the Personnel Committee to be announced.