

SANDBACH TOWN COUNCIL

Minutes of the Meeting of Sandbach Town Council's Personnel Committee held on 19 July 2018 at 7.00pm in the Sandbach Literary Institution, Hightown.

PRESENT

Councillors: S Corcoran (Chair)
K Southwell
M Muldoon
R Hoffmann
R Hovey (Mayor)
K Flavell

1. EXCLUSION OF PUBLIC AND PRESS

The matter was considered and it was agreed that items 8, 9 and 10 only would be closed to the public and press [Public Bodies (Admission to Meetings) Act 1960].

2. APOLOGIES FOR ABSENCE

Gill Merry
Martin Forster

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE MEETING HELD 13 JUNE 2018

Date of meeting to be changed to 13th June.

RESOLVED: that subject to the amended date the minutes of the meeting held on 13 June are an accurate record.

5. TERMS OF REFERENCE

No changes required.

RESOLVED: that the Terms of Reference be approved without amendment.

6. PUBLICATION OF MINUTES

The content of Personnel Committee minutes was discussed.

RESOLVED: that minutes of the Personnel Committee will be brief, with focus being on the resolution. Draft minutes, when agreed with the Committee Chair, will be made public via the Council's website.

7. EMPLOYEE HEALTH AND SAFETY HANDBOOK

The revised Handbook and list of changes had been emailed to members with the agenda. Two amendments to the document were agreed:

- Page 12 Rest Area:

We aim to provide suitable rest areas for employees to take breaks and encourage all staff to take regular time away from their work station.

- Page 21 Workplace Stress

A free Counselling Service is provided by Zurich Municipal (Insurers), the Clerk suggested that the contact details of this service be included in the Handbook which would enable staff to seek confidential support as required.

RESOLVED: that subject to the two amendments above, the revised Employee Health and Safety Handbook and new Health and Safety Management System be adopted.

8. STAFF SURVEY REVIEW

A further summarised version of the Staff Survey comments was agreed.

RESOLVED: that the revised summary is agreed and will be presented to Council in a public forum.

9. CONDUCT ISSUES – IMPLEMENTATION PLAN

Deferred from last meeting.

Members reviewed the draft implementation plan.

RESOLVED: that the Implementation Plan be amended and presented with options to the next Committee meeting.

10. STC ESTABLISHMENT

The current Staffing Structure was shared. Hourly rates were reviewed, with a request that further information be presented to the next meeting.

RESOLVED:

- i. That the STC establishment be noted.
- ii. That the Clerk review the Living Wage (o/s London) figures as provided by the Living Wage Commission and to report to the next meeting.

11. ITEMS FOR NEXT MEETING

Conduct Issues – Implementation Plan (Actions)
Real Living Wage (outside London)

12. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting of the Personnel Committee will be held on Thursday 4 October at 7pm at the SLI

The meeting closed at 8.41pm
S Corcoran, Chairman
ALB

Ref: PCM180719