

SANDBACH TOWN COUNCIL

Minutes of the Meeting of Sandbach Town Council's Personnel Committee held on 4 October 2018 at 7.00pm in the Sandbach Literary Institution, Hightown.

PRESENT Councillors: S Corcoran (Chair)
K Southwell
M Muldoon
R Hoffmann
R Hovey (Mayor)
G Merry
M Forster

1. EXCLUSION OF PUBLIC AND PRESS

RESOLVED: that the whole meeting should be held with the exclusion of public and press.

2. APOLOGIES FOR ABSENCE

Cllrs: Smith and Flavell

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE MEETING HELD 19 JULY 2018

RESOLVED: that the minutes be approved as an accurate record.

5. RESPONSE TO STAFFING SURVEY – ACTION PLAN

RESOLVED: that with immediate effect, staff may approach any member of the Personnel Committee for informal support.

RESOLVED: that the Action Plan and progress against the Action Plan is noted.

6. OPERATIONS MANAGER

RESOLVED: that the letter of resignation is received.

7. STAFFING STRUCTURE REVIEW

RESOLVED: that a small group comprising Chair of A&S, Chair of F,P&G, Chair of Personnel and the Clerk, review the structure and develop options to be considered by the Personnel Committee. Such options will incorporate a revised structure, description of roles and indication of pay scales. The aim is to present to Council in December.

8. REAL LIVING WAGE

RESOLVED: that STC will pay all of its employees a minimum of the Real Living Wage, effective from 1 January 2019.

An announcement will be made at the December Council meeting, with a press release to coincide with this change.

9. ITEMS FOR NEXT MEETING

There are none

10. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting of the Personnel Committee to be Wednesday 14 November at 7pm.

The meeting closed at 8.10pm
S Corcoran, Chairman
ALB

Ref: PCM181004