

SANDBACH TOWN COUNCIL

PERSONNEL COMMITTEE AGENDA

Agenda for the meeting to be held on Wednesday 25 May 2022
at **7.00pm** in the Ballroom, Sandbach Town Hall.
Meeting to be clerked by the Interim Town Clerk.

PART 1: ITEMS TO BE CONSIDERED IN THE PRESENCE OF THE PRESS AND PUBLIC

1. APOLOGIES FOR ABSENCE

2. 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.

PUBLIC QUESTIONS

The Chair will adjourn the meeting to allow questions from members of the public. Following questions the Chair will reconvene the Personnel Committee Meeting.

3. MINUTES OF THE PREVIOUS MEETING

[Attached: Minutes of the last meeting]

The minutes of the Personnel Committee Meeting held 31 March 2022 are presented for approval.

4. EXCLUSION OF PUBLIC AND PRESS

Action: To consider that items under the Public Bodies (Admission to Meetings) Act 1960, the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

PART 2: ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC

5. CONFIRMATION STAFF INCREMENTS

[Attached: Incremental Payroll update April 2022]

Action: To note annual increments awarded to staff wef 1 April 2022, in line with employment contracts.

6. STAFFING REVIEW

[Attached: Report and Appendices]

Personnel Committee on 31 March 2022 considered a Staffing Review Report which made a number of recommendations. It was resolved at that meeting, and then at Council 6 April 2022, that the Locum Town Clerk and Assistant Town Clerk should review the recommendations in the current context, and provide recommendations for implementation to the next appropriate Personnel Committee, so that recommendations can then be made to full Council.

RECOMMENDED That:

- i) The current staffing situation is noted;
- ii) The attached (Appendix A) recommended structure is recommended for approval and its implementation delegated to the (Locum) Town Clerk subject to:
 - a) final consultation with Council staff;
 - b) advice on the appropriate HR processes from the Council's HR adviser WorkNest;
 - c) Liaison with the Personnel Committee Chair to approve amended / new job descriptions for the roles outlined within the new structure;
- iii) the part year cost (Appendix B) and underspend against the 2022-23 staffing budget is noted;
- iv) the full year cost (Appendix C) is submitted for inclusion within the Council's 2023/4 budget setting process.

7. TOWN CLERK REPLACEMENT

[Attached: Report and Job Description]

The Town Clerk left the Council on 31 March 2022. Personnel Committee at its meeting on 31 March 2022, considered a revised draft job description and title for the replacement for this role and made a number of recommendation as part of the wider staffing review.

Following advice from the Personnel Committee, Council at its meeting on 6 April, resolved 'to extend the current contract of the Locum Town Clerk until the end of July, pending the outcome of the staffing review'.

The Council now needs to determine the next steps for the Town Clerk vacancy. Options are identified in the attached report relating to this agenda item.

RECOMMENDED That:

- i) The attached job description is considered and recommended for approval;
- ii) The job title of Chief Officer is considered and recommended for approval;
- iii) The Committee consider the options for replacing the Town Clerk and makes recommendations to Council.

8. DATE, TIME AND PLACE OF NEXT MEETING

The next Personnel Meeting date is to be confirmed.