



## **PERSONNEL COMMITTEE**

Agenda for the meeting to be held on Wednesday, 5<sup>th</sup> October 2022  
at 7pm in Sandbach Town Hall.

Committee Members: Cllrs L Crane, G Merry, A Nevitt, N Adams, N Cook,  
R Hoffmann, R Hovey, S Corcoran and S Crane.

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

#### **1. APOLOGIES FOR ABSENCE**

To receive apologies for absence made directly to the Meeting Clerk **by 5pm** on the day of the meeting.

#### **2. DECLARATIONS OF INTEREST**

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

#### **3. MINUTES OF THE LAST MEETING**

[Attached: Minutes]

Action: *To approve the minutes of the meeting held on 25 May 2022.*

#### **4. EXCLUSION OF PUBLIC AND PRESS**

Action: *To consider that items 5 - 10, under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for any of 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 by virtue of the paragraph specified against the item.*

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

#### **5. STAFFING UPDATE**

Lead: Chief Officer

Action: *To receive an update on progress to date on the implementation of the Staffing Review and other staffing issues.*

**6. ACCOMODATION ISSUES**

Lead: Chief Officer

Action: *To receive an update on accommodation issues to be considered by the Fit for Purpose Accommodation Task and Finish Group.*

**7. CUSTOMER CARE, CONTACT AND COMPLAINTS POLICY APPLICATION**

Lead: Chief Officer

Action: to:

- i. agree membership of the Appeals Committee of 5 members of the Personnel Committee;*
- ii. receive update on Unreasonably Persistent or Vexatious Complaints (per the above policy) and consider the Chief Officer's recommendation.*

**8. LEGAL ACTION UPDATE**

Lead: Chief Officer

Action: *To receive an update and consider further action.*

**9. REAL LIVING WAGE**

Lead: Chief Officer

Action: To:-

- i. note September 2022 increased Real Living Wage rate, for outside of London, and receive update on salaries affected.*
- ii. approve payroll implementation, inline with resolution that STC will pay all of its employees a minimum of the Real Living Wage and agree an appropriate effective date.*

**10. ITEMS FOR NEXT MEETING**

**11. DATE OF NEXT MEETING**

To be confirmed.

# SANDBACH TOWN COUNCIL

## PERSONNEL COMMITTEE MINUTES

Minutes for the meeting held on Wednesday 25 May 2022  
at **7.00pm** in the Ballroom, Sandbach Town Hall.

In attendance:

Cllr L Crane (Chair)

Cllr G Merry (Vice Chair)

Cllr S Corcoran

Cllr S Crane

Cllr N Cook

Cllr A Nevitt

Locum Town Clerk (clerk to the meeting)

Assistant Town Clerk

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

#### **1. APOLOGIES FOR ABSENCE**

Apologies received from Cllrs N Adams, R Hovey and K Flavell  
Absent without apologies Cllr R Hoffman

#### **2. DECLARATIONS OF INTEREST**

None declared.

#### **3. MINUTES OF THE PREVIOUS MEETING**

The minutes of the Personnel Committee Meeting held 31 March 2022 were approved as an accurate record.

#### **4. EXCLUSION OF PUBLIC AND PRESS**

**Resolved:** 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 OF STAFF INCREMENTS**

Increments awarded to staff wef 1 April 2022, in line with employment contracts, were noted with no objections.

## 6. STAFFING REVIEW

As resolved by Council on 6 April 2022, the Locum Town Clerk and Assistant Town Clerk had reviewed the staffing review, previously considered by Personnel Committee, in the current context and presented recommendations for a permanent staffing structure, including short and medium term financial implications.

Members welcomed the proposed structure. Various aspects were discussed including relative rates of pay within the local government sector. The Locum Town Clerk confirmed that appropriate HR procedures for recruitment would be followed based on advice from the Council's external HR support provider. The Committee unanimously agreed the structure for recommendation to Council. The Locum Town Clerk confirmed that it may not be possible or necessary to implement the full structure immediately and that a phased approach depending on Council priorities and requirements should be adopted. She emphasised, in the continuing interests of the Council and its ability to deliver, the need to ensure that implementation was dealt with swiftly, and with the least disruption to current operations, following a prolonged period of upheaval.

### RESOLVED That:

- i) The current staffing situation is noted;
- ii) The recommended structure is recommended to Council 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 and underspend against the 2022-23 staffing budget is noted;
- iv) the full year cost as outlined in Appendix C is submitted for inclusion within the Council's 2022-23 budget setting process.

## 7. TOWN CLERK REPLACEMENT

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. 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'*.

Having agreed a recommendation for the staffing structure, Members discussed the options available to them regarding a longer term / permanent replacement of the Town Clerk. It was agreed that a period of stability was now essential in the short to medium term. They felt that current arrangements were working effectively and that the best option to the Council, at this stage, was to offer the Locum Town Clerk a fixed term contract for 2 years on the current negotiated terms. This was on the basis that there are no internal candidates for this post and securing an external candidate was problematic in the internal and external climate. It was noted that this arrangement would fall within the recommended structure budget for the Town Clerk role.

**RESOLVED** That Council approve:

- ii) the revised job description for the role of Town Clerk;
- iii) the revised job title of Chief Officer;
- iv) that the current Locum Town Clerk is offered a 2 year fixed term contract on the current negotiated terms to undertake the main responsibilities within the agreed job description for the Council's Chief Officer.

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

The next Personnel Meeting date is to be confirmed.

Meeting closed at 7.45pm

Cllr L Crane

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