



PERSONNEL COMMITTEE 5 OCTOBER 2022 MINUTES

Minutes of the meeting held on Wednesday, 5th 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

Apologies for absence were received from Cllr N Adams for personal reasons.

2. DECLARATIONS OF INTEREST

No declarations of pecuniary & non-pecuniary interests in relation to any item on the agenda were made.

3. MINUTES OF THE LAST MEETING

[Attached: Minutes]

Resolved: *The minutes of the meeting held on 25 May 2022 were approved as an accurate record.*

4. EXCLUSION OF PUBLIC AND PRESS

Resolved: *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

The Chief Officer updated the Committee on progress to date regarding the implementation of the Staffing Review and other staffing issues, including the appointment of a number of new starters. The Chief Officer reported that this was a very positive development for the Council but it would take a number of weeks before new staff were inducted and trained and that it remained a challenging environment particularly for the Council Management

team, who were continuing to work several additional hours and providing cover on a number of fronts to keep the Council operating efficiently.

6. ACCOMODATION ISSUES

Lead: Chief Officer

The Chief Officer fed back the accommodation issues affecting staff resulting from the temporary environment of the Town Hall. The Committee agreed that the project to research alternatives needed to be progressed quickly. The Chief Officer also updated the Committee about the ventilation survey which had been commissioned earlier in the year. This had highlighted many useful recommendations regarding ventilation risk, mitigation and cost. The Assets and Public Realm Manager had implemented some solutions in house and the Committee were advised that there was felt to be no immediate health risk to staff or users of the areas identified. The Chief Officer advised that measures outlined in the report should be considered once a permanent accommodation solution was established, to avoid unnecessary investment. The Committee agreed that the ventilation survey should be taken into account by the Fit for Purpose Accommodation Task and Finish Group in its development of suitable options.

Resolved: *that the Fit for Purpose Accommodation Task and Finish Group note the current accommodation issues and take account of the ventilation survey in its development of alternatives.*

7. CUSTOMER CARE, CONTACT AND COMPLAINTS POLICY APPLICATION

Lead: Chief Officer

the Chief Officer reported a case of potential vexatious complainant and outlined specific examples of vexatious behavior towards her and members of the team which had taken place since April 2022 from a member of the public. The Committee agreed that this behavior met the criteria for vexatious conduct, as outlined in the Council's Customer, Contact and Complaints Policy.

Resolved that;

- i. All Members of the Personnel Committee would be authorised to constitute the Appeals Committee (of 5 members) based on availability and division of duty;*
- ii. On the advice of the Chief Officer, a member of the public had met the criteria to be declared a Unreasonably Persistent and Vexatious Complainant (per the above policy) and that the Chief Officer is authorised to therefore stop this person's contact and access to the Council's offices and officers permanently. The Chief Officer has delegated authority to send the necessary correspondence. (Resolution unanimous).*

8. LEGAL ACTION UPDATE

Lead: Chief Officer

Resolved: *to support the Chief Officer's recommendation to take Counsel advice regarding treatment of Council staff, in line with the previous Personnel Committee resolution.*

9. REAL LIVING WAGE

Lead: Chief Officer

Resolved that;

- i) all casual staff to be paid the National Living Wage (outside London) of £10.90 per hour with effect from October 2022, in line with the previous Council Resolution in 2019;*
- ii) the Chief Officer is given delegated authority, in consultation with the Chair of Personnel Committee, to adjust the pay scales of lower graded staff, if required, to ensure that differentials are not eroded as result of the application of the living wage, once the 2022 NJC pay award had been implemented.*

10. ITEMS FOR NEXT MEETING

None identified at this stage.

11. DATE OF NEXT MEETING

To be confirmed subject to staffing issues – there is **NO** Personnel Committee to be held on 30 November as this is no longer required.

Meeting Closed at 8.25pm

Chair Cllr Laura Crane

CL