

SANDBACH TOWN COUNCIL

Notes of the informal Meeting of Sandbach Town Council's Personnel Committee held on 18 November 2021 at 7.00pm via Zoom.

PRESENT

Councillors: G Merry (Chair)
G Price Jones (Town Mayor)
R Hovey
S Corcoran
K Flavell
S Broad
S Crane
L Crane
R Hoffmann
N Adams
A Nevitt

ALSO PRESENT

K Pepper (Assistant Town Clerk)
P Cooper (ChALC)

1. EXCLUSION OF PUBLIC AND PRESS

Resolved: All agenda items except for numbers 1,2,4 and 5 to be debated and voted upon with the exclusion of both public and press, under the Public Bodies Admissions to Meeting Act 1960.

2. APOLOGIES FOR ABSENCE

There were none

3. CO-OPTION TO PERSONNEL COMMITTEE

Recommended: That Cllr A Nevitt and Cllr N Adams be confirmed as members of Personnel Committee

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. MINUTES OF THE PREVIOUS MEETING

As this meeting was informal, the minutes of the Personnel Committee meeting held on 15 September 2021 were referred to the next formal meeting of this Committee.

6. UPDATE ON THE TOWN CLERK

It was noted that G Chambers had been appointed to act as Lead Officer for this matter. Cllr Flavell briefed members on the update which had been prepared.

Recommended: That subject to agreement by the Council's HR advisors, the ACAS offer of early conciliation be accepted.

7. (AMENDMENT) INTERIM STAFFING ARRANGEMENTS

A. Report by Assistant Town Clerk

Members considered the report on the current staffing position and establishment.

N.B. P Cooper left the meeting while this matter was discussed.

Recommended: That ChALC be appointed to undertake a permanent staffing review once the Council had adopted its Strategy and to facilitate a strategic review beforehand.

Recommended: That Strategic Review Panel be appointed to develop a draft Corporate Strategy to be considered by full Council.

B. Report by ChALC

P Cooper presented a report by ChALC on recommended interim staffing arrangements until the end of the financial year. It consisted of a combination of additional support and staff acting up in to more senior roles. It was noted that additional financial support had now been put in place for the budget process.

N.B. The Assistant Town Clerk left the meeting for this agenda item..

Recommended:

1. That every effort is made to engage an Acting Town Clerk but if this is not possible, that the Assistant Clerk acts up as Proper Officer and RFO with back-filling support as outlined within the ChALC report.
2. A sub-Committee consisting of Mayor, Deputy Mayor and Personnel Chairman have delegated authority to engage an Acting Town Clerk and other support staff.
3. That staff are consulted on their temporary roles and paid the recommended grades for their time in these roles.
4. That the contracts of the two temporary staff be extended until 31st May.

8. EQUALITY TRAINING

Recommended: In the absence of the Acting Town Clerk, this matter be reviewed as part of the recommendation in the report considered as Agenda Item 14.

9. EMPLOYEE HANDBOOK

Recommended: In the absence of the Acting Town Clerk, this matter be reviewed as part of the recommendation in the report considered as Agenda Item 14.

10. AIR PURIFICATION

Recommended: That the proposals for air Purification be agreed in principle subject to receipt of alternative quotes.

11. CORRESPONDENCE

11.1 Cheshire Pension Fund Consultation

Members discussed the main provisions on the proposed Pensions Administration Strategy but decided not to make a formal response.

12. ITEMS FOR NEXT MEETING

Real Living Wage increase November 2021

13. DATE, TIME AND PLACE OF NEXT MEETING

Wednesday 19th January 2022 unless one is required earlier.

14. (SUPPLEMENTARY) OFFENSIVE COMMUNICATIONS

P Cooper presented a report by ChALC to ensure that the Council did everything possible to meet its duty of care obligations.

Recommended: That the Council agree and action as appropriate, the 10 recommendations contained in the report.

The meeting closed at 9.22pm

G Merry, Chairman