

AGENDA

PERSONNEL COMMITTEE

Agenda for the meeting to be held on Thursday, 9th December 2021 at **7.00pm**
in the Ballroom, Sandbach Town Hall.

1. EXCLUSION OF PUBLIC AND PRESS

Action: To determine which items of the Personnel Committee Meeting should be considered with the exclusion of public and press [Public Bodies (Admission to Meetings) Act 1960].

2. APOLOGIES FOR ABSENCE

3. 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.

4. NOTES OF THE PREVIOUS MEETING

The notes of the informal Personnel Committee Meetings held 15 September and 18 November 2021 are presented for approval.

5. UPDATE ON THE TOWN CLERK

Action: To receive the update and agree further actions as required.

6. UPDATE ON STAFF

Lead: Assistant Town Clerk

Action: To receive status update.

7. OFFENSIVE COMMUNICATIONS

Lead: Chair of Personnel

Action: To agree steps to deliver approved recommendations of the report.

8. CORRESPONDENCE

There is none.

9. ITEMS FOR NEXT MEETING

Real living wage increase.

10. DATE, TIME AND PLACE OF NEXT MEETING

The next Personnel Meeting will take place on the 18th January 2022 at 7pm in Sandbach Town Hall Ballroom.

SANDBACH TOWN COUNCIL

Minutes of the Meeting of Sandbach Town Council's Personnel Committee held on 15 September 2021 at 7.00pm in Sandbach Town Hall.

PRESENT

Councillors: G Merry (Chair)
G Price Jones (Town Mayor)
R Hovey
S Corcoran
K Flavell

ALSO PRESENT

M Bailey (Acting Town Clerk)
K Pepper (Assistant Town Clerk)

1. EXCLUSION OF PUBLIC AND PRESS

Resolved: All agenda items except for numbers 1-4 (inclusive) and numbers 12-17 (inclusive) 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

Cllr S Crane
Cllr L Crane

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE PREVIOUS MEETING

Resolved: The minutes of the Personnel Committee meeting held on 30 July 2021 are approved as a true record of the meeting.

5. UPDATE ON THE TOWN CLERK

Resolved: The Acting Town Clerk and Deputy Town Mayor reported on the latest position.

6. UPDATE ON STAFF RETIREMENT

A report was received on the current position.

Resolved: It was resolved to proceed with actions set out to the Committee.

7. CONFIRMATION OF NEW CONTRACTS

It was reported that contracts had been drawn up and agreed.

Resolved: The Committee noted that the above contracts had been drawn up and signed.

8. CONFIRMATION OF STAFF INCREMENTS

It was reported that the staff increments agreed at the previous Personnel Committee meeting had been implemented.

Resolved: The Committee noted that the staff increments previously agreed had been implemented.

9. ROLE REVIEW/RECRUITMENT

This item is outlined above under item 6 in the minutes.

10. ATTENDANCE OF ASSISTANT TOWN CLERK AT MEETINGS

Resolved: It was resolved by the Committee that the Assistant Town Clerk would attend meetings of the Personnel Committee to provide information, advice and guidance to Members.

11. SUPPORT FOR FINANCE OFFICER

It was reported that the Finance Officer requires some support in the role.

Resolved: It was resolved that the Acting Town Clerk would provide management support to the Finance Officer.

12. EQUALITY POLICY

Resolved: It was resolved that the Equality Policy would be circulated to all STC staff, and that staff would be asked to respond with any issues or questions. In addition, a training audit was to be carried out. This will be brought back to the next meeting for an update.

13. POTENTIAL TRAINING REQUIREMENTS

Resolved: It was resolved to provide training on the Equality Policy; finance and to provide time off if required. This will be revisited at the next meeting of the Committee.

14. AIR PURIFICATION IN STC OFFICES

Resolved: It was resolved to get outside advice on this matter.

15. CORRESPONDENCE

There was no correspondence to report to the Committee.

16. ITEMS FOR NEXT MEETING

Town Clerk update
Equality Policy training update

Staff recruitment/re-allocation update

17. DATE, TIME AND PLACE OF NEXT MEETING

16 March 2022 (will review)

The meeting closed at 8.28pm
G Merry, Chairman
MB.

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