

SANDBACH TOWN COUNCIL

Minutes of the Meeting of Sandbach Town Council's Personnel Committee held on 19th January 2022 at 7.00pm in Sandbach Town Hall.

PRESENT

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

1. EXCLUSION OF PUBLIC AND PRESS

Resolved: Items four to ten 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

Absent without apologies: Cllr P Eaton.

3. DECLARATIONS OF INTEREST

Cllr Corcoran advised, regarding item 5, that he is a member of Cheshire Pension Fund but did not have a formal declaration on this matter.

4. MINUTES OF THE PREVIOUS MEETING

Resolved: that the minutes of the meeting held 9 December 2021 are approved as a true record of the meeting.

5. PENSION DISCRETIONS POLICY

[Attached: Draft Policy]

Resolved: that the revised document, as circulated, be recommended to Council for adoption.

6. EMPLOYEE HANDBOOK AND OFFICER CODE OF CONDUCT

[Attached: Updated handbook and draft document]

Resolved: That the revised handbook and draft officer code of conduct documents are referred to Council for adoption.

7. MEDIATION UPDATE

[Attached: Confidential Report]

Resolved: that:-

- i.) Informal mediation is progressed with the individual named
- ii.) ChALC Officer contact CEC Hearing Committee re. training
- iii.) Formal mediation is held in abeyance

8. UPDATE ON STAFF

Verbal updates were received to confirm the delegated recruitment process and successful appointment of a Locum Clerk, the current staffing levels and future Event Assistant recruitment plans.

The ChALC Support Officer provided status update regarding Town Clerk.

9. OFFENSIVE COMMUNICATIONS

During discussion of the report outcomes and in receiving details of all actions completed to date, Members were informed that there is an unresolved Personnel Committee resolution from early 2021 which stated that:-

- *The Mayor and Chair of Personnel meet all staff to provide reassurance.*
- *The Personnel Committee lodge a complaint with the Monitoring Officer with regard to the conduct of a Councillor.*

The ChALC Officer and Assistant Town Clerk are to obtain and review the meeting information in order for this outstanding Committee complaint to be progressed.

10. CORRESPONDENCE

8.1 MRS FIONA BRUCE MP

Response in relation to communication from STC Personnel Committee.

Resolved: Mrs Bruce is thanked for her reply.

11. ITEMS FOR NEXT MEETING

Real living wage increase.

12. DATE, TIME AND PLACE OF NEXT MEETING

The next Personnel Meeting will take place on the 16th March 2022 at 7pm in Sandbach Town Hall.

The meeting closed at 8.25pm
G Merry, Chair
KP