

# AGENDA

## PERSONNEL COMMITTEE

Agenda for the meeting to be held on Thursday, 31 March 2022  
at 7.00pm in the Ballroom, Sandbach Town Hall.

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

**1. APOLOGIES FOR ABSENCE**

**2. CO-OPTION TO THE PERSONNEL COMMITTEE**

To co-opt Cllr Nicola Cook to the Personnel Committee

**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. MINUTES OF THE PREVIOUS MEETING**

The minutes of the Personnel Committee Meeting held 19 January 2022 are presented for approval.

**5. FOI REQUEST APPROACH**

Lead: Locum Clerk

- Actions:
- i. To agree that all FOI requests are recorded and tracked to ensure that requests are responded to within the deadline and that all Council costs and resources of FOI requests are fully understood.*
  - ii. To agree that, where requests are deemed to be excessive and / or vexatious, as defined in the FOI legislation, that these costs are recharged to the requester.*

**6. STAFF PROTECTION AND HARASSMENT**

Lead: Locum Clerk

Action: *To ensure that the Council acts appropriately and effectively to protect officers and councillors from harassment and reputational damage, where social media / publicity have been used to cause offence and upset, as set out in the offensive communications report.*

## **7. AIR PURIFICATION**

[Attached: Report]

Lead: Locum Clerk

Action: *That Members note the report and advise on any further actions.*

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

Action: To consider 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**

### **9. TOWN CLERK UPDATE**

Lead: Locum Clerk

Action: *To receive verbal update and agree next steps.*

### **10. STAFFING REVIEW**

Lead: ChALC Officer/Locum Clerk/Assistant Clerk

Actions: to:-

- i. Receive staffing review and consider recommendations.*
- ii. Request the LTC & AST to review the recommendations in the current context and provide recommendations for implementation to the next appropriate Personnel Committee and Full Council*
- iii. To appoint internally to the existing post of Facilities and Buildings Manager (Scale Point 27-30) for a 3 month period to ensure essential responsibilities are undertaken whilst the staffing review is implemented, with advice from the Council's HR adviser.*

### **11. LOCUM TOWN CLERK CONTRACT**

Lead: ChALC Officer

Action: *To consider the recommendations from the Staffing Review.*

### **12. ITEMS FOR NEXT MEETING**

### **13. DATE, TIME AND PLACE OF NEXT MEETING**

The next Personnel Meeting date is to be confirmed.

## Minutes of the Meeting of Sandbach Town Council's Personnel Committee held on 19<sup>th</sup> 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 16<sup>th</sup> March 2022 at 7pm in Sandbach Town Hall.

The meeting closed at 8.25pm

G Merry, Chair

KP

## **SANDBACH TOWN COUNCIL**

### **Personnel Committee 31 March – Air Purifiers**

#### **INTRODUCTION**

At the Personnel meeting of 18<sup>th</sup> November, it was agreed by the Committee that more quotes for Air Purifiers should be sought.

#### **PURPOSE OF THIS REPORT**

This report serves to inform members as to alternative options and solutions available for Air Purifiers so a decision can be made as to what option to pursue, if this project is to be undertaken.

#### **BACKGROUND AND BUSINESS CASE FOR RECOMMENDATIONS**

Using recommendations from members, three quotes have now been sourced for air purification solutions for the following locations in Sandbach Town Hall: Ballroom, Boardroom, Charter Room and Town Hall office. A summary of the quotes received is as follows:

##### **Supplier A - Rental Option**

Supplier A have presented a rental option for 5 VK103 Virus Killer Units (2 in the Ballroom and 1 in each of the Office, Charter Room and Boardroom) for £2904 a quarter which equates to £11,616 a year. The minimum contract length is 3 years and any early exit from this contract would mean that the Council would be liable for the remainder of the monies due for the entire 3 year contract at the point of exit. This solution would cost £34,848 over 3 years. Included in the cost for the units are a bi weekly inspection and service which would mean there is no demand on the time of Council staff to maintain the units.

Supplier A visited the venue and took their own measurements of the rooms to provide a more personalised option.

##### **Supplier B – Purchase Option**

Supplier B have quoted for a purchase of 7 AirHavn Pros for the Ballroom and 1 Air Havn Pro each for the other 3 rooms – 10 machines in total, at a cost of £18,000. The AirHavn pros have no recurring filter costs as filters are washable Town Hall staff once a year. The units are expected to “provide many year of service” and come with a warranty of 2 years.

Supplier B did not visit the venue and have suggested a generic number of 10 machines based on room sizes provided.

##### **Supplier C – Feasibility Survey and report**

Supplier C were recommended by the Architect who worked with the Council on the Sandbach Town Hall project. They have recommended a feasibility survey to find the best individual solution for Air Purification in the Town Hall complex, whether that be working with the existing Air circulation system or installing machines in the rooms. They have quoted a fee of £1500 to carry out the survey.

Supplier C have not visited the venue, however they have quoted the fee whilst being in receipt of a full floor plan of the venue.

It is worth noting that since this project started, Government guidance surrounding COVID has mostly been removed.

**CONSULTATION / ENGAGEMENT**

No consultation has taken place.

**BUDGET PROVISION**

There is no budget provision in place in the 2021-2022 budget or the 2022-2023 budget for this purpose.

**OTHER RESOURCE IMPLICATIONS**

Staff impact at this time is only applicable for the Supplier B Purchase option, as Members of staff would have to remove, clean and reinstall 10 filters on a yearly basis.

**RECOMMENDATIONS**

That Members note the report and advise on any further actions.

Operational Support Officer

24<sup>th</sup> March 2022