

SANDBACH TOWN COUNCIL

Minutes of the Meeting of Sandbach Town Council's Personnel Committee held on 31 March 2022 at 7.00pm in Sandbach Town Hall.

PRESENT

Councillors: G Merry (Chair)
R Hovey
S Corcoran
S Broad
A Nevitt
R Hoffman
N Cook

Also in attendance: P. C. Cooper from ChALC

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

1. APOLOGIES FOR ABSENCE

Cllrs G Price Jones, (Town Mayor), N Adams, K Flavell.

Absent without apologies: Cllrs P Eaton, L Crane, S Crane

2. CO-OPTION TO THE PERSONNEL COMMITTEE

Resolved: That Cllr Nicola Cook be co-opted as a member of Personnel Committee.

3. DECLARATIONS OF INTEREST

There were none.

4. MINUTES OF THE PREVIOUS MEETING

Resolved: That the minutes of the Personnel Committee meeting held 19th January 2022 be approved as a true record of the meeting.

5. FOI REQUEST APPROACH

Resolved: 1. That All Freedom of Information (FOI) requests are recorded and tracked to ensure that requests are responded to within the required time scales and that all Council costs and resources of FOI requests are fully understood.

2. That where requests are deemed to be excessive and/or vexatious as defined in the Freedom of Information legislation, these costs are recharged to the requestor.

6. STAFF PROTECTION AND HARASSMENT

It was noted that Personnel Committee had delegated authority from Council to trigger any of the approved actions from the Offensive Communications Report

Resolved: In order to ensure that the Council acts to protect officers and councillors from harassment and reputational damage, where social media/publicity are used to cause offence, the Town Clerk (or Locum) is authorised:

1. To re-contact the Police regarding potential breaches of legislation as necessary.
2. To engage a private solicitor with experience in this field, to advise on taking action under either civil or criminal law.
3. To make the Council's "No Tolerance" stance known publicly or to individuals by all appropriate means.

7. AIR PURIFICATION

Resolved: To accept quote "C" to undertake a feasibility survey and report for air purification within the Town Hall.

8. EXCLUSION OF PUBLIC AND PRESS

Resolved: That, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the following items on the grounds that they involve the likely disclosure of exempt information and staff matters.

PART 2: ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC

9. UPDATE ON THE TOWN CLERK

Committee were advised that the Town Clerk would terminate her employment with the Council on 31st March 2022

Resolved: That the necessary actions to implement the agreement be delegated to the Locum Town Clerk in consultation with Worknest.

10. STAFFING REVIEW

Committee considered the Staffing Review Report prepared by ChALC.

Resolved: 1. To receive the Staffing Review and to note the recommendations.

2. To request the Locum Town Clerk and Assistant Town Clerk to review the recommendations in the current context and to provide recommendations for implementation to the next appropriate Personnel Committee so that recommendations can then be made to full Council.

3. To appoint internally to the existing post of Facilities and Buildings Manager (SCP 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 advisor.

11. LOCUM TOWN CLERK CONTRACT

After considering the recommendations in the Staffing Review, members:

Resolved: That the Chairman of Personnel be asked to submit a Report to Council on 6th April 2022 setting out the options for adopting the role of Chief Officer and an appropriate Job Description/Person Specification and for appointing to the role ahead of consideration of the remainder of the Staffing Review.

12. ITEMS FOR NEXT MEETING

Staffing Review recommendations.

13. DATE, TIME AND PLACE OF NEXT MEETING

To be confirmed.

The meeting closed at 8.30pm
G Merry, Chairman
PCC