



PERSONNEL COMMITTEE

Minutes for the meeting on Wednesday, 5th July 2023
at 7pm in Sandbach Town Hall, Charter Room.

1. **PRESENT** Councillors: K Flavell (Chair)
 L Crane
 S Broad
 M Mitchell
 M Hough
 A Nevitt
2. **EXCLUSION OF PUBLIC AND PRESS**
Resolved: *items 8 & 9 of the Personnel Committee Meeting to be considered with the exclusion of public and press [Public Bodies (Admission to Meetings) Act 1960].*
3. **APOLOGIES FOR ABSENCE**
Apologies received by Cllr J Arnold (professional) and Cllr M Deakin.
Absent without apologies: Cllrs G Price Jones and L MacGregor.
4. **DECLARATIONS OF INTEREST**

No declarations were made.
5. **MINUTES OF THE LAST MEETING**
[Attached: Minutes]
Resolved: *the minutes of the meeting held on 5 October 2022 were approved.*
6. **PERSONNEL COMMITTEE TERMS OF REFERENCE**
[Attached: Draft Terms of Reference]
Lead: Chair
Resolved: *the draft terms of reference were agreed for recommendation to Full Council.*
7. **APPEALS COMMITTEE TERMS OF REFERENCE AND ARRANGEMENTS**
[Attached: Draft Terms of Reference]
Lead: Chair
Resolved:
 - i) *the draft terms of reference were agreed for recommendation to Full Council;*
 - ii) *The appeal was acknowledged and an Appeals Committee would be set up to consider the appeal;*

- iii) *4 members were approved to sit on the Appeals Committee, who had not previously been involved in the case, for this purpose. One additional member has made an expression of interest to sit on the committee and it was agreed this could be delegated to the Chief Officer to appoint by email. Cllrs Mitchell, Nevitt, Broad, Hough and Arnold will form the Appeals Committee for this purpose.*
- iv) *Cllr M Mitchell was elected Chair of the Appeals Committee, following 2 nominations, for this purpose;*
- v) *Administrative arrangements for the Appeals Committee for this purpose were approved with a proposed meeting date of 18 July subject to attendees being available.*

8. PROTOCOLS FOR MEMBERS / STAFF

[Attached: STC Protocol]

Lead: Chair

The Committee discussed the Council's existing protocol noting that it was helpful reminder of the roles of officers and members. A number of suggestions were made to help clarify the most efficient and effective way to communicate with each other and / or to make enquiries and ask information and help. These included suggestions to develop a specific members enquiries email address, responsible use of the 'all councillors' and 'all staff' distribution email addresses, in the interests of best use of Council resources, summary information about staff roles and work patterns (where possible), and a common sense approach to spontaneous contact with officers based on an acknowledgment of priorities and work commitments and that most issues requiring attention are not urgent. It was agreed that the Chief Officer's Office should draft revisions to the protocol for a future meeting and for Council and to include staff information on the new website

Resolved: *The Chief Officer's Office to draft amendments to the document based, on the discussion, and submit for consideration at a future meeting;*

9. STAFFING UPDATE

Lead: Chief Officer

The Chief Officer updated the committee on the latest appointments and that these were still well within the approved staffing budget.

Resolved: *an update on progress to date on appointments to the staff structure and other staffing issues was noted.*

10. STAFF PERFORMANCE REVIEW AND INCREMENTS

Lead: Chief Officer

The Chief Officer updated the Committee on the outcome of the staff Performance Development Reviews (PDR) and the resulting increments to be awarded. She fed back that staff were generally settling well into their roles with a good deal of job satisfaction, but the main issue affecting staff morale was specific (and isolated) incidences of perceived harassment from particular members. She also noted that workloads were generally demanding across the whole team and that good will was instrumental in retaining staff of high quality for relatively low salaries.

Resolved:

- i) *annual increments to be awarded and applied following the PDR process, with effect from 1 April 2023, in line with employment contracts and within existing staffing budget, were noted.*
- ii) *An inflation only annual increase applied to the Chief Officer pay rate, based on the NJC approved pay award for the Chief Officer scale point, was approved, with agreement to reflect this within the negotiated contract. (The Chief Officer was not present for this item).*

11. ITEMS FOR NEXT MEETING

Chief Officer Contract Review
Member Officer Protocols
Staff Grade Evaluation

12. DATE OF NEXT MEETING

The next scheduled meeting is to be held on 25th October 2023

Meeting closed 8.30pm
KF / CL