

SANDBACH TOWN COUNCIL

PERSONNEL COMMITTEE

Agenda for the meeting to be held on Thursday, 5 November at 7.00pm, via zoom meeting 821 5957 5441.

Virtual Meeting guidance for Members of the Public can be found on the Meetings Page of the Sandbach Town Council Website.

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 pecuniary & non-pecuniary interests in relation to any item on the agenda.

4. **MINUTES OF THE MEETING HELD 30 SEPTEMBER 2020.**

To approve the minutes of the Personnel meeting held 30 September 2020.

5. **STAFF MATTER**

The Finance Officer/Temporary RFO is invited to attend the meeting for this agenda item.

Lead: The Chair

Action: *To receive verbal update of previous matters raised and provide opportunity for Members to raise questions and queries.*

6. **CASH HANDLING**

The Finance Officer/Temporary RFO is invited to attend the meeting for this agenda item.

Lead: The Chair/Finance Officer

Action: *To receive verbal update and consider options.*

7. **WORKING GROUP RECOMMENDATION TIMETABLE**

Lead: The Chair/ATC

[Attached: Timetable reviewed and updated 30 September]

Action: *To receive any recommendation timetable progress update.*

8. **LONG TERM ABSENCES AND STAFF SUPPORT**

[Attached: Report]

Lead: The Chair

Action: *To receive occupational health report and verbal update on current absences and agree next steps, including further support and funding requirements.*

9. **HOME WORKING**

Lead: The Chair

Action: *To review current plan in place for continued home working for some staff and consider applying a working from home allowance.*

10. CURRENT ROLES

Lead: The Chair

Action: *To receive update on progress of the review and consider an initial request received for future flexible working.*

11. ITEMS FOR THE NEXT MEETING

To list items for inclusion on the next Personnel Committee agenda.

12. DATE, TIME AND PLACE OF NEXT MEETING

The next Personnel Committee meeting is 17 March 2021. The location is to be determined based on the relevant Governmental advice at the time.