

SANDBACH TOWN COUNCIL

Minutes of the Meeting of Sandbach Town Council's Personnel Committee held on 1 April 2021 at 7.00pm in Zoom Meeting Room 820 2639 5609

PRESENT

Councillors: G Merry (Chair)
R Hovey
S Corcoran
D Jack
S Crane
G Price Jones
R Hoffmann
S Broad
L Crane
I Williams

1. EXCLUSION OF PUBLIC AND PRESS

RESOLVED: that all items from Item 5 should be considered with the exclusion of public and press [Public Bodies (Admission to Meetings) Act 1960].

2. APOLOGIES FOR ABSENCE

Cllr P Eaton

3. DECLARATIONS OF INTEREST

There were no member declarations of interest, the Clerk declared an interest as an employee of the Council.

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting were not available at the time of the meeting.

5. STAFFING MATTERS

Lead: Clerk

The Clerk gave a progress report on staffing matters.

RESOLVED: that

- i. The Clerk's report is received.
- ii. ChALC be asked to undertake any mediation required.
- iii. Subject to the outcome of ii. above, counselling support should be offered as deemed necessary.

6. STAFFING REVIEW

Lead: Chair of Personnel

Members of the Personnel Committee met on 24 March to consider the 17 recommendations contained within the Staffing Review and Salary Evaluation

(February 2021). A written statement of findings has been shared with all members of the Committee and discussion took place.

RESOLVED: that

- i. The Consultant responsible for the report is invited to discuss his findings and his recommendations, following which the Committee will amend and agree the report, before making formal recommendation to Council. Comments of the Committee to be forwarded to the Consultant.
- ii. Staff to be furnished with the report appendices, further consultation will be considered following finalisation of the report.

7. PERSONNEL WORKING GROUP

Lead: Working Group Lead

The report has not changed since June 2020. The Working Group had a clear remit set within its Terms of Reference which is has delivered, the responsibility of delivering the recommendations now sits with the Personnel Committee.

It is recommended that the Working Group is closed down.

RESOLVED: that

1. To final report is received.
2. To Working Group is closed down, with recommendations being the responsibility of the Personnel Committee..

8. EMPLOYEE HANDBOOK REVISION BY ELLIS WHITTAM

Lead: Town Clerk

RESOLVED: that the revised Employee Handbook is recommended to Council for adoption.

9. EMPLOYEE MODEL TERMS AND CONDITIONS OF EMPLOYMENT AS REVISED BY ELLIS WHITTAM

Lead: Town Clerk

Two changes were agreed. As the new template document is not the NALC model, the Clerk is asked to check with ChALC that they agree with the changes and seek approval to continue using ChALC and NALC logos.

Subject to the above, the document will then be recommended to Council.

RESOLVED: that proposed changes are approved and the model document recommended to Council for adoption.

n.b. following the meeting the Clerk and Chair determined that this matter would need to be referred back to the Committee to considered implementation and staff consultation.

10. CORRESPONDENCE

There is none.

11. ITEMS FOR NEXT MEETING

12. DATE, TIME AND PLACE OF NEXT MEETING

27 April 2021 at 7.00pm via Zoom

The meeting closed at 8.22pm
G Merry, Chairman
ALB

Ref: PCM210401