

# SANDBACH TOWN COUNCIL

**Minutes of the Meeting of Sandbach Town Council's Personnel Committee held on 24 September 2019 at 7.00pm in the Sandbach Literary Institution, Hightown.**

## **PRESENT**

Councillors: S Corcoran (Chair)  
R Hovey  
G Merry  
D Jack  
M Muldoon (Mayor in attendance)

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

**RESOLVED:** that the meeting from item 6 onwards should be considered with the exclusion of public and press [Public Bodies (Admission to Meetings) Act 1960].

### **2. APOLOGIES FOR ABSENCE**

Cllrs R Hoffmann  
M Lea  
S Crane  
J Belsham

### **3. DECLARATIONS OF INTEREST**

The Clerk declared an interest in item 5 as a member of staff and left the room whilst the item was considered.

### **4. MINUTES OF THE MEETING HELD 12 JUNE 2019**

**RESOLVED:** that the minutes of the Personnel Committee meeting held on 12 June 2019 are approved as an accurate record.

### **5. STAFF RECOGNITION**

The Clerk left the room whilst this item was considered.

**RESOLVED:** that a letter of thanks be sent to all staff thanking them for their contribution during the recent period of being short staffed.

### **6. STAFF APPOINTMENTS**

The Committee was informed of recent appointments to the positions of:

Senior Business Development Officer

Part-time Cleaner.

**RESOLVED:** that the appointments are noted.

### **7. PERFORMANCE TARGETS**

The Town Clerk reported on the targets that have been set for the following positions:

Finance Officer

Operational Support Officer

Business Development Officer

Facilities Officer

Market Officer / Ranger

Targets out-standing include:

Assistant Town Clerk

Senior Business Development Officer

Targets will not be set for the part-time Cleaned, however the position will be engaged from a development point of view.

The Mayor reported that targets have been set for the Town Clerk and that they will be reported to the next meeting of the Committee.

The Committee queried how casual staff are engaged with the procedure and are happy that work is allocated on a needs basis, with no annual target requirement.

**RESOLVED:** that the report be received.

**8. STAFF TRAINING**

**RESOLVED:** that, in accordance with the conditions outlined in the Employee Handbook, that the Council will fund a three-year training plan for the Finance Officer, to achieve AAT qualification.

**9. ITEMS FOR NEXT MEETING**

1. Senior Business Promotion Officer and Market Officer/Ranger to be introduced.
2. Working Group Report.

**10. DATE, TIME AND PLACE OF NEXT MEETING**

The next meeting of the Personnel Committee is 18 March 2020 or earlier if required to receive a report from the Steering Group.

The meeting closed at 7.45pm  
S Corcoran, Chairman  
ALB

Ref: PCM190924