

SANDBACH TOWN COUNCIL

Minutes of the Meeting of Sandbach Town Council's Personnel Committee held on 12 June 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)
M Lea
S Crane
R Hoffmann

1. EXCLUSION OF PUBLIC AND PRESS

RESOLVED: that the meeting from item 8 onwards should be considered with the exclusion of public and press [Public Bodies (Admission to Meetings) Act 1960].

2. APOLOGIES FOR ABSENCE

Cllr J Belsham

3. APPOINTMENT OF CHAIR

RESOLVED: that Cllr Corcoran is appointed Committee Chair.

4. APPOINTMENT OF VICE-CHAIR

RESOLVED: that Cllr Hoffmann is appointed Committee Vice-Chair.

5. DECLARATIONS OF INTEREST

There were no declarations of interest.

6. MINUTES OF THE MEETING HELD 20 MARCH 2019

RESOLVED: that the minutes of the Personnel Committee meeting held on 20 March 2019 are approved as an accurate record.

7. REVIEW OF COMMITTEE TERMS OF REFERENCE

The Committee Terms of Reference were reviewed with an amendment being agreed for item 4: The Appointment of Staff 'within the Approved Structure'.

RESOLVED: that subject to the amendment, the Terms of Reference are agreed.

8. STAFFING MATTERS

Lead: Town Clerk

RESOLVED:

1. That the temporary Business Development Officer is made permanent on SCP 7, with scope to rise through the range to SCP 12.
2. That the vacant position of Senior Business Development Officer (SCP 18-23) is advertised and filled through the standard recruitment process. The Clerk, in consultation with the Committee Chair and Vice-Chair, is delegated to be flexible with commencement salary.

3. That a Working Group is formed to review recent personnel changes.

9. UNDISCHARGED RESOLUTIONS:

Staff Performance Targets.

10. ITEMS FOR NEXT MEETING

Items for inclusion on the next Personnel Committee agenda.

- Ranger – invite to discuss the role with the Committee (5-10 mins)
- Working Group Report
- Performance Targets

11. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting of the Personnel Committee is **Tuesday 24 September 2019 at 7.30pm.**

The meeting closed at 8.05pm
S Corcoran, Chairman
ALB

Ref: PCM190612