



PERSONNEL COMMITTEE

Minutes for the meeting held on Wednesday, 25th October 2023
at 7pm in Sandbach Town Hall, Charter Room.

Present Councillors: K Flavell (Chair), A Nevitt (Vice Chair), M Mitchell, M Deakin, J Arnold, M Hough, S Broad and L Crane (Ex – officio)

1. EXCLUSION OF PUBLIC AND PRESS

Resolved: *items 6,7,8 & 9 of the Personnel Committee Meeting to be considered with the exclusion of public and press [Public Bodies (Admission to Meetings) Act 1960].*

2. APOLOGIES FOR ABSENCE

Apologies for absence received from Cllr G Price Jones. Absent without apology was Cllr L MacGregor.

3. DECLARATIONS OF INTEREST

No pecuniary & non-pecuniary interests were declared in relation to any item on the agenda.

4. MINUTES OF THE LAST MEETING

[Attached: Minutes]

Resolved: *The minutes of the meeting held on 5th July 2023 and 8th August 2023 were approved*

5. PROTOCOL FOR MEMBERS / STAFF

[Attached: ChALC Councillor – Officer Protocol]

Lead: Chair

The Protocol was welcomed and fully supported as a clear statement of expected codes of behaviour for members and staff. The Committee wanted to ensure that all members and staff signed off the protocol should it be adopted by Council.

Resolved:

- i) *to recommend to Council that the best practice Councillor – Officer Protocol, produced by ChALC, should be adopted in full by Sandbach Town Council;*
- ii) *to recommend to Council that all members and staff sign a statement to be contained in the document to confirm their commitment to adhere to the Protocol.*

6. STAFFING UPDATE

Lead: Chief Officer

The Committee received an update on the current staffing situation. The evaluation of the Council's paycales was noted and the Chief Officer's actions under the scheme of delegation supported. The Committee supported the exploration of pension policy options for recommendations to Council.

Resolved:

- i) *To note the update on staffing matters*
- iii) *To support the exploration of pension policy options for consideration by Council*

7. STAFFING STRUCTURE CONSIDERATIONS

Lead: Chair

The Chief Officer presented a number of staffing options to consider in order to deliver a sustainable staffing structure for the Council going forward. The Committee supported a model to build in resilience and retention for recommendation to Council and suggested a budget increase of up to £20K for this purpose, to be considered within the Council's budget setting process.

Resolved: *to recommend to Council that a figure of £20K, to provide a more resilient staffing structure, should be included within the options to be considered for the Council's budget setting process*

8. RANGER SERVICE REVIEW

[Emailed to Committee Members: Chief Officer Confidential Report]

Lead: Chair

The Committee considered the review and options available. Members were updated re the recommendations from this report provided by Assets & Services Committee which were generally agreed. The Committee were attracted to a model which ensured ranger services could be delivered unhampered by operational duties. They also supported the exploration of additional casual work to improve the town centre appearance and other specific projects in the short to medium term.

Resolved: *To recommend to Council the provision of a bought in Ranger Service with exploration of adhoc casual work to improve the town centre appearance.*

9. CHIEF OFFICER REVIEW

Lead: Chair

The Chief Officer left the meeting for this discussion, having expressed a desire to remain with the Council subject to the Councillor – Officer protocol being adopted and delivered across the board.

The Committee considered options and made a recommendation to Council.

Resolved: *To recommend to Council an approach to the Chief Officer Contract.*

10. ITEMS FOR FUTURE MEETINGS

Lead: Chair

Resolved: *No items were identified at this stage.*

11. DATE OF NEXT MEETING

There is no further scheduled meeting.

Meeting closed 8.30pm

Cllr K Flavell
CL

DRAFT