



## **PERSONNEL COMMITTEE**

Agenda for the meeting to be held on **Thursday, 15<sup>th</sup> February 2024**  
at the **Sandbach Town Hall, Charter Room**, commencing **7pm**.

Committee Members: Cllrs K Flavell (Chair), A Nevitt (Vice Chair), M Mitchell,  
M Deakin, G Price Jones, J Arnold, L MacGregor, M Hough and S Broad.

### **1. APOLOGIES FOR ABSENCE**

To receive apologies for absence to be made directly to the Meeting Clerk (Chief Officer) **by 5pm** on the day of the meeting.

### **2. 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.

### **3. ITEMS TO BE CONSIDERED IN THE ABSENCE OF PUBLIC AND PRESS**

To consider items that, under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for any items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

Lead: Chair

**Action:** *To approve any items to be excluded from press and public, if appropriate.*

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The Chair of the meeting will adjourn the meeting to allow questions from members of the public relating to items on the agenda.

After the questions, the Chair will reconvene the Meeting.

*If a member of the public wishes to speak to an item which is not on the agenda, we request that written confirmation of the question to be raised is received by the Chief Officer three working days prior to the meeting, via [chiefofficer@sandbach.gov.uk](mailto:chiefofficer@sandbach.gov.uk)*

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### **4. MINUTES OF THE LAST MEETING**

[Attached: Minutes]

**Action:** *To approve the minutes of the meeting held on 25<sup>th</sup> October 2023.*

**5. APPRENTICE SCHEME**

[Attached: Chief Officer report]

Lead: Chair

**Action:** *To consider the apprentice scheme and make recommendations to Council.*

**6. FREE OF CHARGE STAFF WELL BEING BENEFIT SCHEME**

[Attached: Scheme details]

Lead: Chief Officer

**Action:** *To consider the proposed staff wellbeing and benefit scheme, aimed at enhancing recruitment and retention and staff wellbeing, and make recommendations to Council.*

**7. RANGER UPDATE AND STAFFING IMPLICATIONS**

[Circulated to Members: CEC SLA Proposal]

Lead: Chair

**Action:** *To consider the proposal and its implications for the STC staffing structure and make recommendations to Council.*

**8. YOUTH CLUB STAFFING IMPLICATIONS**

Lead: Chair / Chief Officer

**Action:** *To consider a verbal update on CEC Youth Support Service proposals, and implications for the STC staffing structure, and make recommendations to Council.*

**9. STAFFING UPDATE**

Lead: Chief Officer

**Action:** *To receive an update on staffing matters and consider Chief Officer recommendations.*

**10. TEMPORARY STAFFING STRUCTURE**

Lead: Chief Officer

**Action:** *To receive a presentation by the Chief Officer and make recommendations to Council where appropriate.*

**11. ITEMS FOR FUTURE MEETINGS**

Lead: Chair

**Action:** *To identify items for future meetings.*

**12. DATE OF NEXT MEETING**

Meetings are arranged when required.



**SANDBACH  
TOWN COUNCIL**

## **PERSONNEL COMMITTEE**

Minutes for the meeting held on Wednesday, 25<sup>th</sup> 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 8<sup>th</sup> 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 pay scales 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  
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**Sandbach Town Council****Personnel Committee 15 February 2024****Business Administration Apprenticeship Scheme****Background**

It is proposed that the Council considers the launch of an Business Apprenticeship Scheme, and provides a valuable career and training opportunity whilst providing useful support to the Council Team.

The Chief Officer has been in discussion with the Employer Engagement Officer at Macclesfield College and it is clear that the Council would be an ideal candidate for this scheme. The Council would be committed to providing a valuable and responsible apprenticeship and has a range of work experience to offer.

The intention would be to provide 18 month fixed term contract, whereupon the Apprentice would seek permanent employment in Business Administration and another Apprentice would be recruited and trained.

This forms part of the Council's strategic objective to be a responsible and progressive employer, whilst addressing value for money and accessing external funding.

**Management Arrangements**

The College will assist the Council in advertising and recruiting to the scheme.

The salary costs will be accommodated within the Council's 2024-25 approved staffing budget.

The Apprentice will be line managed by the Corporate and Democratic Support Officer, supported by the Council's management team.

**Key points of the scheme:**

- 18 month Apprenticeship – All based within the work place (no college attendance).
- Each learner will have a dedicated coach assigned to them.
- Assessor completes reviews every 8 weeks, booked in with Chief Officer
- The learner is required to do 20% off the job training – funding details below
- If the learner is 16 – 18 the course is funded and you will receive a £1000 incentive from the government. £500 after 3 months and £500 after 12 months.
- If the learners are 19+ the employer has to pay the 5% co-contribution cost (e.g. Business Administration Level 3 - £250.00).
- Minimum wage is currently £5.28 per hour. This will increase to £6.40 per hours in April 2024. Most companies pay between £12,000 - £16,000.
- The learner needs to work a minimum of 30 hours per week and a maximum of 40 hours if they are 16-18.

**Recommended That:**

- i) The details of the scheme are noted
- ii) The committee endorses the Chief Officer recommendation to Council that one fixed term Business Administration Apprentice would be included in the Council's permanent staffing structure from September 2024.

CL 8.2.24





# The Apprenticeship Levy

## Non-Levy paying Employers

Employers operating in the UK with an annual pay bill of less than £3million per year will not pay the apprenticeship levy

- If you are an employer with 50 employees or more, you will make a 5% contribution to the cost of training your apprentice(s) and the government will pay the rest (95%). \*
- If your apprentice is aged 16-18, you will receive £1,000 to help meet the extra costs associated with this

- If you are an employer with 49 or fewer employees, you will make a 5% to the cost of training your apprentice(s) and the government will pay the rest (95%). The cost will be spread over the life time of the apprenticeship.\*
- HOWEVER, if your apprentice is aged 16-18, the government will fund all the apprenticeship training costs, AND, you will receive £1,000 to help meet the extra

For example:

If the training cost was £4,000

Government pays £3,800

Employer pays £200 divided by 4 instalments = £50 per instalmen

For further information, contact Maxim Business Training: 01625 410 022  
businessunit@macclesfield.ac.uk or visit [www.gov.uk](http://www.gov.uk)



## Employing an Apprentice

### 20% off-the-job training

It is the responsibility of both the main provider and the employer to ensure that an apprentice spends a minimum of 20% of their employed time doing off-the-job training.

Off-the-job training is defined as learning which is undertaken outside the normal day-to-day working environment and leads towards the achievement of an apprenticeship.

This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties.

The 20% off-the-job training is measured over the course of an apprenticeship.

Off-the-job training could include the following:

- The teaching of theory (lectures, roleplaying, simulation exercises, online learning or manufacturer training)
- Practical training (shadowing, mentoring, induction visits and attendance at competitions)
- E-Learning
- Team briefings, creating presentations, giving and receiving feedback, learning about other areas of the business
- Shadowing other areas in the workplace
- Research, conducting independent learning, e.g. Prevent, Health and Safety
- Product or specific staff training, e.g. masterclass, mentor/peer observation
- (if relevant to the course) day-release—must take into consideration those weeks when College is not open to students for holidays, and make alternative arrangements
- Monthly/quarterly workshops • Portfolio compilation—uploading work
- Off-the-job training can be delivered up-front, for example the initial 3 months of the apprenticeship could be full-time College delivery



**SANDBACH TOWN COUNCIL****Personnel Committee 15 February 2024**

CSSC – STAFF BENEFITS AND WELLBEING SCHEME

WEBSITE EXTRACT

**We also work with Employers to expand staff health and wellbeing strategies**

For over 100 years we've supported the health and wellbeing of life's true champions in the civil service and public sector, by working with employers and HR leads to support staff wellbeing strategies.

We're a not-for-profit membership organisation, entirely subscription funded, so there's ZERO COST to your department, no paperwork or contracts and we're endorsed by senior leaders across CSHR and UK Active.

If you're an HR lead, senior leader or wellbeing representative and you'd like to know more about how we can help look after your colleagues and improve their work-life balance, contact us.

CL 8.2.24

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