



PERSONNEL COMMITTEE

Agenda for the meeting to be held on **Thursday 29th August 2024**
at the **Sandbach Town Hall, Board Room**, commencing **7pm**.

Committee Members: Cllrs M Mitchell (Chair), S Broad (Vice Chair),
D Poole, S Richards, J Arnold, L MacGregor, M Hough, S Broad and G Price Jones.
Cllr A Nevitt (ex-officio)

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, at the latest.

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.*

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

4. MINUTES OF THE LAST MEETING

[Attached: Minutes]

Action: *To approve the draft minutes of the meeting held on 25th October 2023. (Note that the meeting scheduled for 15th February 2024 was cancelled due to not being quorate).*

5. STAFFING MATTERS INCLUDING PERFORMANCE REVIEWS, TRAINING AND APPOINTMENTS

Lead: Chief Officer

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

6. STAFFING STRUCTURE UPDATE

Lead: Chief Officer

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

7. ITEMS FOR FUTURE MEETINGS

Lead: Chair

Action: *To identify items for future meetings.*

8. DATE OF NEXT MEETING

Meetings are arranged when required.



**SANDBACH
TOWN COUNCIL**

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 payscales 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 ref 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