



PERSONNEL COMMITTEE

Agenda for the meeting to be held on **Tuesday 10th December 2024**
at the **Sandbach Town Hall, Board room**, commencing **7pm**.

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

1. APOLOGIES FOR ABSENCE

To receive apologies for absence to be made directly to the Meeting Clerk **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 Info@sandbach.gov.uk

4. MINUTES OF THE LAST MEETING

[Attached: Draft Minutes]

Action: *To approve the draft minutes of the meeting held on 21 November 2024*

5. STAFFING STRUCTURE

Lead: Vice Chair

Action: *Following Council discussion, to review current arrangements and agree any revisions.*

6. STAFFING MATTERS

Lead: Vice Chair

Action: *To receive an update on staffing matters, agree next steps and required actions.*

7. GRIEVANCES UPDATE

Lead: Vice Chair

Action: *To receive update on grievance outcomes and decide next steps.*

8. STAFF TRAINING

Lead: Vice Chair

Action: *To consider request made.*

9. ITEMS FOR FUTURE MEETINGS

Lead: Vice Chair

Action: *To identify items for future meetings.*

10. DATE OF NEXT MEETING

Meetings are arranged when required.



SANDBACH
Town Council

PERSONNEL COMMITTEE

Minutes for the meeting held on **Thursday 21st November 2024**
at the **Sandbach Town Hall**, commencing **7pm**.

Present	Councillors	A Nevitt (Mayor) J Arnold (Deputy Mayor) S Broad (Vice-Chair of Personnel Committee) D Poole S Richards G Price-Jones
	Other	Mrs. N. Clarke (meeting Clerk)

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr M Hough, M Mitchell and L MacGregor.

2. DECLARATIONS OF INTEREST

Cllr G Price-Jones declared his interest as trustee of Sandbach Football Club.

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

Lead: Chair

Resolved: *Under the Public Bodies (admission to Meetings) Act 1960, the public and accredited representatives of newspaper be excluded from the meeting for item 5 of business on this agenda on grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.*

The Chair adjourned the meeting to allow presentations and questions relating to items on this agenda from members of the public.

There were no presentations or questions from members of the public present at this meeting. The Chair reconvened the meeting.

4. MINUTES OF THE LAST MEETING

[Attached: Draft minutes of the meeting]

Resolved: *To approve the draft minutes of the meeting held on 23 October 2024 with the correction that Cllr S Richards was in attendance until 7.20 p.m. and not Cllr G Lindop.*

PART 2: ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC

5. CONFIDENTIAL STAFFING MATTERS

Lead: Vice-Chair

The Vice-Chair of the Personnel Committee together with the Mayor and Deputy Mayor updated the Personnel Committee of confidential staffing matters and work undertaken in conjunction with support from a HR consultancy. The Personnel Committee discussed several long-standing items and learned of one new issue to be addressed.

Resolved:

- i. To approve the continuation of working from home for a senior manager to be reviewed at the end of 3 months (to 28 February 2025) or earlier should circumstances change.
- ii. To instigate further investigation meetings as necessary.
- iii. To recommend approval of the decision by the Personnel Committee to Full Council relating to a personnel matter.
- iv. That nominated members of the Personnel Committee continue with actions agreed by the Personnel Committee.
- v. To recommend to Full Council whether or not to employ additional services on a temporary basis to ensure back log of work is completed.

6. ITEMS FOR FUTURE MEETING

This item was not discussed.

7. DATE OF NEXT MEETING

Date of the meeting to be confirmed – Personnel Committee Meetings are arranged as required.

Meeting Closed 8.40 p.m.
Mayor Cllr A Nevitt / Meeting Clerk NC