



## **PERSONNEL COMMITTEE**

Agenda for the meeting to be held on **Tuesday 4<sup>th</sup> February 2025**  
at the **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 [info@sandbach.gov.uk](mailto:info@sandbach.gov.uk) **by 4pm** 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.*

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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 three clear working days prior to the meeting, via*

*[Info@sandbach.gov.uk](mailto:Info@sandbach.gov.uk)*

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**4. MINUTES OF THE LAST MEETING**

**Action:** *to approve the draft minutes of the meeting held on 08 January 2024.*

**5. STAFFING MATTERS**

Lead: Vice Chair

**Action:** *to receive update on current staffing matters and agree on operational resilience plan.*

**6. ITEMS FOR FUTURE MEETINGS**

Lead: Vice Chair

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

**7. DATE OF NEXT MEETING**

Meetings are arranged when required.



**SANDBACH**  
Town Council

**PERSONNEL COMMITTEE**

Minutes for the meeting held on Wednesday, 8<sup>th</sup> January 2025  
at 7pm in Sandbach Enterprise Centre.

**Present** Councillors S Broad  
A Nevitt (Mayor)  
J Arnold  
D Poole  
S Richards  
S Wright  
G Price Jones  
M Mitchell

*Cllr Arnold was confirmed as Chair for the meeting.*

**1. APOLOGIES FOR ABSENCE**

None.

Absent without apologies: Cllrs Hough and MacGregor.

**2. DECLARATIONS OF INTEREST**

The meeting Clerk confirmed they would leave the room during discussion and voting on item 7 (Staffing Matters).

**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 items 5 - 7 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.*

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As there were no members of public in attendance, the meeting was not adjourned for questions.

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

Deferred to next meeting as minutes unavailable.

#### **5. TOR**

[Current versions shared via website <https://sandbach.gov.uk/council-committees/> ]

Lead: Chair

Terms of reference for the Personnel and Appeals committees were considered at length and revisions agreed, with draft documents produced for Council review.

**Resolved:** Amended Terms of Reference for the Appeals and Personnel Committees are recommended to Council 22<sup>nd</sup> January 2025 for approval and adoption.

#### **6. PANEL MEMBERSHIP**

Lead: Chair

Members received an update on the hearing panel.

#### **7. STAFFING MATTERS**

Lead: Chair

Members discussed various disciplinary matters currently being guided by external HR support provider.

#### **8. ITEMS FOR FUTURE MEETINGS**

Draft Recruitment Process to be presented by the Meeting Clerk  
Staff training request.

#### **9. DATE OF NEXT MEETING**

Date of the meeting to be confirmed.

Meeting Closed 9.20pm

Cllr J Arnold, Deputy Mayor in the Chair

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