



SANDBACH
Town Council

PERSONNEL COMMITTEE

Minutes for the meeting held on Tuesday, 10th December 2024
at 7pm in Sandbach Town Hall, Boardroom.

Present Councillors S Broad
A Nevitt (Mayor)
J Arnold
D Poole
S Richards
S Wright
M Hough
M Mitchell

1. APOLOGIES FOR ABSENCE

None.

Absent without apologies: Cllrs Price Jones and MacGregor.

2. DECLARATIONS OF INTEREST

The meeting Clerk declared their interest in item 6 and will leave the room during discussion and voting.

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 - 8 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.*

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

4. MINUTES OF THE LAST MEETING

[Attached: Draft minutes of the meeting held 21 November 2024]

Resolved: The minutes were approved as a true record.

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

5. STAFFING STRUCTURE

Members discussed temporary structures, roles and responsibilities and confirmed any changes to be implemented.

Lead: Chair

Resolved: *That:-*

- i. The end of temporary arrangements is noted
- ii. A six month extension of acting up role offered to the Senior Support Officer (to 1 June 2025)
- iii. Two month extension for temporary finance cover and events role (to 1 March 2025).

6. STAFFING MATTERS

Lead: Chair

Members received update on absences, impact on Council function and requirements, current status of staffing, with long-term training suggestions and short term management planning.

Resolved: To recommend that Council approves an additional meeting with JDH Business Services, in addition to internal audit routine.

7. GRIEVANCES UPDATE

The meeting clerk left the room during discussion and voting on this item.

Lead: Chair

Ongoing disciplinary matters and associated HR support advice, were discussed.

Resolved: To continue obtaining external HR support and guidance with regard to addressing current grievances and any associated outcomes.

8. STAFF TRAINING

Lead: Vice Chair

This item will defer to a future meeting.

9. ITEMS FOR FUTURE MEETINGS

Review Terms of Reference for Personnel and Appeals Committees.
Staff training request.

10. DATE OF NEXT MEETING

Date of the meeting to be confirmed.

Meeting Closed 9.10pm
Cllr S Broad
KP