

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes of the Personnel Committee Meeting held on May 29th 2019 in the Lower Council Chamber of the Town Council Offices

P19/001 Present

Cllrs Hamilton Coan, Nicholson, Coan, Forbes, Gardiner and Malloy.

In attendance: A Keppel-Green (*Town Clerk*) and Cllr McCulloch

P19/002 To receive apologies for absence

All members were present.

P19/003 To note declarations of members' interests

Cllr Malloy declared a non-pecuniary interest on the grounds of having been known to the Deputy Town Clerk prior to her employment in a personal capacity.

P19/004 To note the committee's terms of reference

The terms of reference were noted.

P19/005 To receive and confirm the minutes of the meeting held 8th April 2019

It was **RESOLVED** to confirm the minutes.

P19/006 To consider the committee budget and spending to date

The budget and spending to date was noted.

P19/007 To consider a fundamental review of council staffing and function

It was **RESOLVED** that presuming Council approves the development of a new strategic plan that the council should undertake a fundamental review of council staffing and function.

P19/008 To consider the grading of the Town Clerk and Deputy Town Clerk roles

Cllr Gardiner arrived during the discussion of this item and accordingly abstained from voting on motions under this item.

A motion to grade the Deputy Town Clerk post as per the ChALC report and to request ChALC regrade the Town Clerk post without the cemetery function and staffing was proposed and seconded but failed.

Cllr Malloy left the meeting.

It was **RESOLVED**¹ that the justification for grading the Town Clerk and Deputy Town Clerk posts on spot salaries as opposed to scales is that it is a holding position pending the agreed fundamental review of staffing and function following which it will be reviewed.

P19/009 To consider a programme of policy reviews

It was **RESOLVED**:

- To establish a working group comprising Cllrs Gardiner, Nicholson and McCulloch to review the policies adopted by the committee
- That the Data Protection Policy be excluded given its recent adoption
- That the working group prioritise the Flexible Working, Absence and Leave and Lone Working policies
- That the working group seek to conclude the reviews within the calendar year

P19/010 To consider complaint reporting

The staffing report was noted, and it was requested that it include a column relating to the number of complaints (made/upheld).

P19/011 To consider absences

It was requested that the staffing report include additional detail on the number of sickness instances, annual leave entitlement and contractual days/hours.

P19/012 To consider homeworking effectiveness and management

Cllr Forbes left the meeting.

The report was noted, and it was agreed that the committee review current arrangements again in 6-12 months.

P19/013 To consider lone working

The current procedures were noted. It was suggested that a chain be installed on the front door.

P19/014 To consider staff morale

The report was noted.

P19/015 To consider the priority of gifts and benefits

It was **RESOLVED** that the gifted RHS tickets be apportioned as follows: one to the Mayor, three to two councillors and two to staff and that they be allocated with priority going to those who have not attended the prior years.

P19/016 To agree the frequency and timing of planned meetings

It was **RESOLVED** that where possible meetings alternate between 7pm and 3:30pm starts and that the day be determined at a future date.

P19/017 To consider the Town Clerk's attendance at the SLCC National Conference

It was **RESOLVED** to approve the Town Clerk's attendance at the conference.

P19/018 To discuss personnel matters

All matters had been discussed under other items.

¹ Cllrs Hamilton Coan abstained from voting.