

Knutsford Town Council

Town Clerk: Adam Keppel-Green

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Personnel Committee Meeting held on July IIth 2019 in the Lower Council Chamber of the Town Council Offices

P19/019 Present

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

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

P19/020 To receive apologies for absence

Apologies were received from Cllr Dalzell (personal business)

P19/021 To note declarations of members' interests

Cllr Malloy declared a non-pecuniary interest in P19/025 on the grounds of being personally known to a member of staff.

P19/022¹ To receive and confirm the minutes of the meeting held 29th May 2019

It was **RESOLVED**² to delete "once the strategy of the council is known" from minute P19/007.

It was **RESOLVED**³ to confirm the minutes.

P19/023 To consider the committee budget and spending to date

The committee budget and spending to date was noted.

P19/024⁴ To consider preparatory work in readiness for the fundamental staffing review

It was **RESOLVED** that Cllrs Hamilton Coan and Nicholson speak with staff to review job descriptions, concerns and thoughts on the present structure and that the Town Clerk sound out clerks from appropriate councils who could undertake a review and report to the next meeting with a view to it being concluded by the end of the calendar year.

P19/025 To consider matters related to attendance and records

It was **RESOLVED** to exclude the public and press on the grounds of the confidentiality of discussions.

The Town Clerk provided an update in relation to staff absence. It was agreed that when the Absence and Leave policy is reviewed, it should be policy not to allow a member of staff to

¹ Cllr Gardiner arrived at the beginning of this item.

² Cllr Forbes voted against the resolution.

³ Cllr Forbes voted against the resolution.

⁴ Cllr Malloy arrived during this item.

work whilst they have been declared not fit for work by a doctor.

Cllr Gardiner and the Town Clerk left the meeting.

The Town Clerk re-joined the meeting.

It was **RESOLVED** to readmit the public and press.

The meeting was adjourned to 7pm on Monday 15th July.

P19/026 Present

The meeting was reconvened at 7pm on Monday 15th July with the following present:

Cllrs Hamilton Coan, Nicholson, Beswick, Coan, Dalzell, Forbes, Gardiner and McCulloch.

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

Apologies were received from Cllr Malloy (personal business)

P19/027 To consider matters related to attendance and records

It was **RESOLVED** to exclude the public and press on the grounds of the confidentiality of discussions.

The Town Clerk provided an update in respect of a staff absence and occupational health referral.

P19/028 To consider matters related to staff morale

The Chairman reported that she had held one-to-ones with three members of staff and that three members of staff had declined the offer. The issues highlighted from the meetings were noted.

It was **RESOLVED** to offer the Administration Assistant an additional 7hrs per week (taking her to full time) until the conclusion of the fundamental staffing review subject to it being under review by the Town Clerk to ensure it is needed with an initial period of three months.

P19/029 To receive information on the council's retained HR support

It was **RESOLVED** to readmit the public and press.

The service provided by Ellis Whittam was noted. It was noted that advice is sought through the Town Clerk or, if it is in respect of the Town Clerk, by the Chairman.

P19/030 To receive an update in respect the committee policy reviews

It was noted that a meeting had not yet been arranged for the working group.

P19/031 To consider the staffing overview report

The report was noted.

P19/032 To discuss personnel matters

The idea of introducing an employee assistance programme was discussed and it was agreed that the Town Clerk report with options to a future meeting.

P19/033 To agree the date of the next meeting

It was agreed to meet at 4pm on 4th September.