

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 October 17th 2019

in the Lower Council Chamber of the Town Council Offices

P19/064 Present

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

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

P19/065 To receive apologies for absence

Apologies were received from Cllrs Malloy (business), Coan (personal business), Dalzell (personal business) and Gardiner (borough council business).

P19/066 To note declarations of members' interests

No member declared an interest in any item.

P19/067 To receive and confirm the minutes of the meetings held 4th September, 19th September and 7th October

It was **RESOLVED** to approve the minutes subject to clarity under P19/053 as to when the public and press were readmitted.

P19/068 To note the committee's budget and spending to date

The budget and spending to date was noted.

P19/069 To consider the staffing overview report

The report was noted, it was agreed that the report detail formal complaints over the duration of employment rather than twelve months.

P19/070 To receive a report from the Town Clerk on employee appraisals

It was **RESOLVED** to exclude the public and press due to the sensitivity of discussions. The Town Clerk reported that appraisals had been completed for all staff with the exception of the Deputy Town Clerk and Market Hall Cleaner and provided a report on his own appraisal.

P19/071 To consider staff remuneration, including to approve the award of annual salary incremental progressions with effect April 2020

It was **RESOLVED** to approve the award of incremental progressions for the Town Clerk, Town Centre Manager, Administration Assistant, Mayor's PA, Town Ranger and Market Hall Cleaner and noted that the Deputy Town Clerk is at the top of her scale. It was **RESOLVED** that whilst the Administration Assistant is fulfilling the event management duties she be remunerated at SCP 18.

The Town Clerk left the meeting.

It was **RESOLVED** to award an ex-gratia payment to the Town Clerk in recognition of increased workload.

The Town Clerk returned to the meeting.

P19/072 To consider matters related to staff morale

An update was provided on staff morale.

P19/073 To consider matters related to the Deputy Town Clerk

An update was provided in relation to recent meetings and correspondence.

P19/074 To consider recommendations following the fundamental staffing review

The meeting was adjourned for a five-minute recess.

It was **RESOLVED** that:

- a) The revised staffing structure be recommended to council noting its consent is required for the creation of a new post (Events Officer)
- b) Subject to approval under (a) the Events Officer role first be advertised internally
- c) On appointment of the Events Officer the council advertises for all vacant roles, except the Office Caretaker which will be recruited when the building transfers
- d) A panel comprising the Town Clerk and any three members of the committee be authorised to shortlist, interview and appoint to office roles
- e) A panel comprising the Town Clerk and any two members of the committee be authorised to shortlist, interview and appoint to manual roles.

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

P19/075 To consider the draft committee budget 2020/21

It was **RESOLVED** to approve the draft budgets.

P19/076 To discuss staffing matters

It was **RESOLVED** to exclude the public and press due to the sensitivity of discussions.

The Town Clerk reported that the Market Hall Cleaner had decided to remain in post.

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

P19/077 To consider the actions log

The log was noted, and it was agreed to set the target dates for action refs P19/032 and P19/047 to 14th November.

P19/078 To agree a date for the next meeting

It was agreed to meet on 13th November at 3:30pm.