

# Knutsford Town Council

Town Clerk: Adam Keppel-Green

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## Minutes of the Personnel Committee Meeting held on November 15<sup>th</sup> 2019 in the Lower Council Chamber of the Town Council Offices

**P19/079 Present**

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

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

**P19/080 To receive apologies for absence**

Apologies were received from Cllrs Malloy (business) and Gardiner (personal business).

**P19/081 To note declarations of members' interests**

No member declared an interest in any item.

**P19/082 To receive and confirm the minutes of the meeting held 17<sup>th</sup> October**

It was **RESOLVED** to confirm the minutes subject to P19/070 referring to the Town Clerk's own appraisal and inserting 'set' into P19/077.

**P19/083 To note the committee's budget and spending to date**

The budget and spending to date was noted.

**P19/084 To consider the staffing overview report**

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

The report was noted.

**P19/085 To consider matters related to staff morale and welfare**

The Town Clerk provided an update on staff morale.

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

**P19/086 To consider matters related to the fundamental staffing review**

The Town Clerk was tasked with preparing a proposal for the next committee meeting for on-call working arrangements.

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

The Town Clerk provided an update with respect staff consultation on implementing the new structure. It was **RESOLVED** to authorise the Town Clerk, in consultation with the

Chairman and Deputy Chairman, to make decisions as necessary to conclude the staffing review following staff consultation.

It was **RESOLVED** to regrade the Civic Event Officer role to SCP 11-17.

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

**P19/087 To consider the adoption of revised Grievance, Disciplinary, Performance Improvement, Sickness Absence, Training, Appeals, Accompaniment, Dress Code and Employee Development Review policies**

It was **RESOLVED** to adopt the revised policies as amended.

**P19/088 To appoint an Appeals and Grievances Sub-Committee**

It was **RESOLVED** to establish an Appeals and Grievances sub-committee.

It was **RESOLVED** to appoint Cllrs Coan, Dalzell and Nicholson to the sub-committee with Cllrs McCulloch as first reserve and Beswick as second reserve in the event the former are unable to participate in specific cases.

**P19/089 To consider revisions to the council's model contract of employment**

The changes to the model contracts were noted.

**P19/090<sup>1</sup> To consider matters related to the Deputy Town Clerk**

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

The meeting was adjourned for a five-minute recess. The Town Clerk provided an update. The Town Clerk left the meeting.

It was **RESOLVED** to establish grievance a sub-committee comprising any three of Cllrs Abel, Coan, Dalzell, Houghton and McCulloch and that two sub-committees may be formed to consider the separate parts of the grievance.

**P19/091 To discuss staffing matters**

The Town Clerk reported that there were no staffing matters to report.

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

**P19/092 To consider the actions log**

It was agreed to set the target date for the Town Clerk to report on Employee Assistance Programmes to 4<sup>th</sup> April 2020 and for the Town Clerk to report on the Green Book at the next meeting.

**P19/093 To agree a date for the next meeting**

It was agreed that a meeting be called when needed.

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<sup>1</sup> Cllrs Beswick and Nicholson left the meeting at the end of this item.