

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes

of the

Personnel Committee Meeting held on 15th January 2020

in the Lower Council Chamber of the Town Council Offices

P19/094 Present

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

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

P19/095 To receive apologies for absence

Apologies were received from Cllrs Coan, Forbes and Gardiner (personal business).

P19/096 To note declarations of members' interests

No member declared an interest in any item.

P19/097 To receive and confirm the minutes of the meeting held 15th November 2019

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

P19/098 To note the committee's budget and spending to date

The budget and spending to date was noted.

P19/100 To note the minutes of the Grievance Sub-Committee meetings held 29th November and 10th December 2019

The minutes were noted.

P19/101 To consider the staffing overview report

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

The report was noted.

P19/102 To consider the application of the 'Green Book' terms to future contracts and whether to propose alternative terms to existing employees

It was **RESOLVED**¹ to remove Green Book terms for all new staff and that a future meeting determine the detail of alternative terms.

It was **RESOLVED**¹ to obtain advice from Ellis Whittam on the removal of Green Book terms from existing staff.

It was **RESOLVED** that options for insurance provision for sickness absence and

¹ Cllrs Malloy and Dalzell voted against this resolution.

death/disability payments be explored.

P19/103 To consider matters related to appraisal and performance management

It was noted that due to the council being understaffed a number of project timescales were being missed. The Town Clerk advised that priorities were being set dependent upon member priorities and the impact of a project being delayed. It was agreed that more regular appraisals should be undertaken.

P19/104² To consider matters related to training plans

The Town Clerk reported that plans were being prepared for the training of new staff following recruitment and that a training needs survey was being prepared.

P19/105 To discuss staffing matters, including staff morale

An update was provided on recruitment.

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

P19/106 To consider arrangements for call outs and on call working

It was **RESOLVED** to adopt the policies for on call working and call out working with a minimum activation period of two hours.

P19/107 To receive an update in respect of policy reviews

It was noted that the working group had concluded the review and that the revised policies were being prepared for adoption at a future meeting.

P19/108 To consider the actions log

The log was noted.

P19/109 To agree a date for the next meeting

It was agreed to meet on 29th January at 1:30pm.

² Cllr Malloy left the meeting at the end of this item.