

Knutsford Town Council

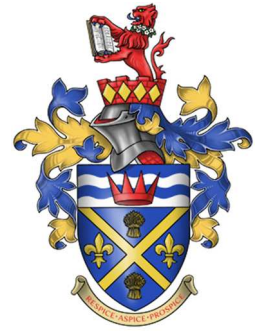
Town Clerk: Adam Keppel-Green

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 29th January 2020

in the Committee Room of the Town Council Offices

P19/110 Present

Cllrs Hamilton Coan, Nicholson, Beswick, Dalzell and McCulloch

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

P19/111 To receive apologies for absence

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

P19/112 To note declarations of members' interests

No member declared an interest in any item.

P19/113 To consider the adoption of revised terms and conditions to replace previous 'Green Book' provisions in respect of new and existing employees

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

It was noted that all new contracts would be issued without 'Green Book' terms and the following were approved as replacement terms.

It was **RESOLVED** that the terms for reimbursement of training costs be as required by statute.

It was **RESOLVED** that the full-time working week be set at 37 hours.

It was **RESOLVED** that there shall be no enhanced rates for overtime, bank holiday, evening work or nights.

It was **RESOLVED** that employees shall be given 28 days leave inclusive of bank and public holidays.

It was **RESOLVED** that employee shall not receive paid time off for jury duty and public service.

It was **RESOLVED** that maternity support leave shall be as required by statute.

It was **RESOLVED** not to provide paid time off for cancer screening.

It was **RESOLVED** that terms for temporary employees shall be as required by statute.

It was **RESOLVED** that industrial sickness shall not be regarded as separate to standard sickness.

It was **RESOLVED** that during sickness employees shall be paid in accordance with Statutory Sick Pay.

It was **RESOLVED** that during maternity leave employees shall be paid in accordance with Statutory Maternity Pay.

It was **RESOLVED** that employees shall be required to give notice of return from maternity leave in accordance with statute.

It was **RESOLVED** that there shall be no payments for death or disablement arising from assault in the workplace.

It was **RESOLVED** that all existing employees with less than two years' service be required to sign a new contract on the above terms.

It was **RESOLVED** that the Town Clerk obtain detailed quotes for insurance policies to cover sickness absence for employees remaining on Green Book terms and that the council's existing insurance be expanded to cover the liability for death/disablement payments.

P19/114 To consider the Green Book term in respect of *Regrading of Salaries* and the regrading of the Town Clerk's salary under minute P18/061

Upon further investigation, it was noted that there were no issues arising.

P19/115 To agree a date for the next meeting

It was agreed to set a date in due course.

FINAL