

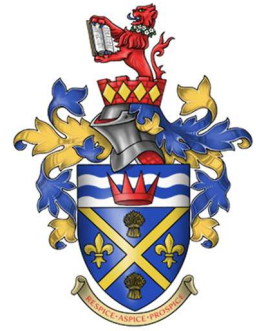
Knutsford Town Council

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 12th March 2020

in the Lower Council Chamber of the Town Council Offices

P19/126 Present

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

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

P19/127 To receive apologies for absence

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

P19/128 To note declarations of members' interests

No member declared an interest in any item.

P19/129 To receive and confirm the minutes of the meeting held 2nd March

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

P19/130 To note the committee's budget and spending to date

The committee's budget and spending to date was noted.

P19/131 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. The Town Clerk undertook to establish whether absence should be recorded separately when calculating the Bradford Factor when a member of staff returns to work for a matter of days before a further absence for the same illness.

The Town Clerk left the meeting. The Town Clerk re-joined the meeting.

P19/132 To consider matters related to staff morale and welfare

The Town Clerk reported that staff were looking forward to the new staff starting. It was **RESOLVED** to readmit the public and press.

P19/133 To consider matters related to Ellis Whittam

The Town Clerk undertook to provide access for Cllrs Hamilton Coan and Nicholson to the EW advice hub. It was noted that procurement for a new HR support contract would be undertaken in September.

P19/134 To consider matters related to holiday carry over and time limits

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

It was **RESOLVED** that the Town Clerk be paid for the eight days of annual leave which he was unable to take due to the staffing issues in the current leave year.

P19/135 To consider matters related to references

The Town Clerk left the meeting.

It was **RESOLVED** to standardise employment references to only provide the employee's name, dates of employment and their job title on leaving and that managers are to decline to give any further information if requested except in exceptional circumstances where the request shall be referred to the Personnel Committee.

P19/136 To consider matters related to confidentiality

A discussion took place on confidentiality.

P19/137 To consider matters related to data protection

A minor data breach was noted, and it was agreed that the IT working group look at setting up a significant incident log system.

P19/138 To discuss staffing matters

The Town Clerk re-joined the meeting.
The meeting was adjourned for a five-minute recess.

P19/139 To consider revisions to the council's model contract of employment

It was **RESOLVED** that the committee chairman or deputy chairman should review drafted contracts prior to issue.

P19/140 To consider matters related to Green Book alternative provisions

It was noted that the action to obtain details of a sickness insurance policy was still outstanding.

P19/141 To consider matters related to internal and external working practices

It was **RESOLVED** that the Town Clerk be authorised to take such measures as he deems necessary to ensure the safety of all lone working staff.

P19/142 To consider staff continuous professional development

It was **RESOLVED** that at the Town Clerk's discretion up to five working days of non-training personal development be allowed to be included within each member of staff's working hours.

P19/143 To consider matters related to the commencement of employment of new staff

The Town Clerk reported that all arrangements were in place for the commencement of employment of the new staff. It was reported that there had been water ingress at the cemetery chapel.

P19/144 To consider training for committee members

The Town Clerk reported that he intended to prepare a skills and training needs assessment for all members and it was noted that training could be provided to the committee on HR policy.

P19/145 To consider matters related to ChALC
It was noted that ChALC offer a mediation service.

P19/146 To consider preparedness and policy in respect of the spread of the coronavirus
It was noted that the Town Clerk is monitoring government advice and will implement protocols as recommended by government.

P19/147 To consider the actions log
The log was noted.

P19/148 Adjournment
The meeting was adjourned to 18th March at 7pm.

The meeting did not reconvene due to national guidance on preventing the spread of the coronavirus.

FINAL