

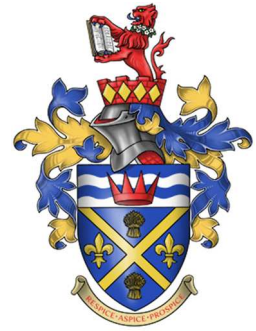
# Knutsford Town Council

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 7<sup>th</sup> May 2020

Online, via Zoom

**P19/149 Present**

Cllrs Nicholson, Beswick, Dalzell, Forbes and McCulloch.

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

**P19/150 To receive apologies for absence**

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

**P19/151 To note declarations of members' interests**

No member declared an interest in any item.

**P19/152 To receive and confirm the minutes of the meeting held 12<sup>th</sup> March**

It was **RESOLVED** to approve the minutes subject to a correction to P19/137 to refer to *setting up* a significant incident log.

**P19/153 To note the committee's budget and spending to date**

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

**P19/154 To consider the updated Staff Handbook and conclusion of the policy review**

It was **RESOLVED** to approve the revised Staff Handbook as per the amendments detailed in the *Town Clerk Response* column of report P1923 except for the section on timekeeping which is to state that persistent lateness which has not been agreed or authorised (including retrospectively) will result in disciplinary action and reduction of pay.

**P19/155 To consider the actions log**

The log was noted.

**P19/156 To agree a date for the next meeting**

It was agreed not to set a date and that a meeting be convened when necessary.

**P19/157 To consider the staffing overview report**

It was **RESOLVED** to exclude the public and press due to the confidential nature of discussions. The report was noted.

**P19/158 To discuss working arrangements with respect COVID-19 restrictions**

The current working arrangements were noted.

**P19/159 To discuss matters related to staff morale and welfare**

The Town Clerk reported that there were no issues to bring to the committee's attention.

**P19/160 To discuss staffing matters**

The Town Clerk provided an update on an outstanding issue.

FINAL