

# Knutsford Town Council

Town Clerk: Adam Keppel-Green

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## Minutes

*of the*

### Personnel Committee Meeting held on 6<sup>th</sup> August 2020

Online, via Zoom

**P19/170 Present**

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

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

**P19/171 To receive apologies for absence**

All members were present.

**P19/172 To note declarations of members' interests**

No member declared an interest in any item.

**P19/173 To receive and confirm the minutes of the meeting held 4<sup>th</sup> June**

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

**P19/174 To note the committee's budget and spending to date**

The budget and spending to date was noted.

**P19/175 To consider the actions log**

The log was noted.

**P19/176 To review policy implementation and consider whether any further amendments are required to the complaints, disciplinary, sickness absence or grievance policies and staff handbook**

It was **RESOLVED** that a working group comprising Cllrs Beswick, Coan, Dalzell and Nicholson review the policies.

**P19/177 To agree a date for the next meeting**

It was agreed to meet on Wednesday September 9<sup>th</sup> at 6:30pm.

**P19/178 To consider matters related to the return to working at the council offices**

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

The measures in place for staff to return to working at the council offices were noted.

**P19/179 To consider the staffing overview report**

The log was noted.

**P19/180<sup>1</sup> To review staff probation periods**

The Town Clerk provided an update on the new staff and it was noted that the end of probation review would be held at the next committee meeting.

**P19/181 To consider the role of the Town Clerk and further development**

The Town Clerk left the meeting.

It was **RESOLVED** that Cllr Malloy speak with the Town Clerk with regard his further development.

**P19/182 To consider a confidential staffing matter**

Cllr Hamilton Coan left the meeting.

It was **RESOLVED** to establish a sub-committee comprising Cllrs Robertson, Houghton and McCulloch as per the terms of reference in report P1926.

It was **RESOLVED** that Cllr Malloy confirm in what capacity the complainant has made the complaint.

**P19/183 To discuss other personnel matters**

The Town Clerk rejoined the meeting.

The committee expressed its thanks to all staff for their efforts and adaptation to working from home, welcomed them back to the office and wished them good health.

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<sup>1</sup> Cllr Gardiner left during this item.