

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes of the Personnel Committee Meeting held on September 4th 2019 in the Lower Council Chamber of the Town Council Offices

P19/034 Present

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

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

P19/035 To receive apologies for absence

Apologies were received from Cllr Malloy (business)

P19/036 To note declarations of members' interests

No member declared an interest in any item.

P19/037 To receive and confirm the minutes of the meeting held 11th July

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

P19/038 To consider the committee budget and spending to date

The committee budget and spending to date was noted.

P19/039 To consider matters related to effective attendance, records and timekeeping

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

It was noted that an anomaly relating to the recording of annual leave had been identified on an employee's timesheet and had been rectified. The anomaly related to practice of recording and not misconduct.

P19/040 To consider matters related to staff morale

Cllr Nicholson provided an update following discussions with staff, noting the impact of the long-term absence.

It was noted that a child of an employee had volunteered to do work experience for two weeks for their CV; it was requested that unpaid placements not be approved in future and that the Town Clerk investigate ways of making an ex-gratia payment.

P19/041 To consider matters related to a long-term staff absence

The Town Clerk provided an update in respect of the absence and the occupational health referral.

It was **RESOLVED** to follow the advice of Ellis Whittam with respect the committee's

preferred direction in the absence of an occupational health report.
It was **RESOLVED** to authorise the Town Clerk to source additional staff cover at his discretion.

P19/042 To consider the staffing overview report

Additional clarity was requested around annual leave entitlement and usage during the period.

The Town Clerk left the meeting.
The Town Clerk rejoined the meeting.

The remainder of the item was deferred to follow the adjournment.
It was **RESOLVED** to readmit the public and press.

P19/043 To approve the recruitment of a new Market Hall cleaner

It was **RESOLVED** to authorise the recruitment of a replacement Market Hall Cleaner but that should the Town Clerk be unable to appoint or the position become vacant again, that the Assets and Operations Committee consider the requirement for the role vs a contract cleaner.

P19/044 Adjournment

The meeting was adjourned to 3:30pm on Wednesday 11th September.

P19/045 Present

The meeting was reconvened with the following present:

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

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

Apologies were received from Cllrs Gardiner and Malloy (business)

P19/046 To consider the staffing overview report

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

The format of the report was discussed and it was agreed it be modified to include any complaints within a 12 month period and to ensure it reports on informal action as necessary.

P19/047¹ To consider matters related to the National Agreement on Pay and Conditions of Service (the 'Green Book')

It was **RESOLVED** to invite the nearest council which has departed from green book terms to address the committee on how it progressed.

P19/048 To consider an update in respect of the committee policy reviews including to consider revised policies for Flexible Working, Absence and Leave and Lone Working

It was **RESOLVED** to adopt the revised policies and to merge them into the staff handbook subject to the Absence and Leave policy stating that annual leave may only be taken in half or full days and the Flexible Working policy to state that timesheets will record use of flex to clock in/out during the working day.

¹ Cllr Dalzell left the meeting at the end of this item.

P19/049 To consider the fundamental staff review

Cllr Nicholson provided an update on progress to date.

P19/050 To consider matters related to performance management

The Town Clerk reported on the status of the council's performance management system and that annual appraisals would be undertaken during September.

P19/051 To consider a flexible working request from the Deputy Town Clerk

It was proposed and seconded to approve the request subject to the advice of occupational health and a review after three months to assess the impact on the council operation, the motion failed.

It was **RESOLVED** to approve the request subject to the advice of occupational health and a review after two months to assess the impact on the council operation.

P19/052 To discuss personnel matters

It was noted that a provision in employee contracts had been superseded by rights under the Data Protection Act 2018; the Town Clerk reported he had asked Ellis Whittam to review contracts and, subject to the changes proposed, would seek to update employee contracts as required.

P19/053 To consider the timing of future meetings and to agree a date for the next meeting

It was noted that daytime meetings would be beneficial for the time being, to allow access to advice from Ellis Whittam as required.

The Town Clerk left the meeting.

The Town Clerk returned to the meeting.

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

It was agreed to meet on 19th September at 3:30pm.