

# Knutsford Town Council

Town Clerk: Adam Keppel-Green

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## Minutes

*of the*

### Personnel Committee Meeting held on October 30<sup>th</sup> 2018

in the Moor Room of the Town Council Offices

**P18/037 Present**

Cllrs Mrs Gray, Malloy, Forbes and Nicholson.

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

**P18/038 To receive apologies for absence**

Apologies were received from Cllrs Coan and Goodrich (personal business).

**P18/039 To note declarations of members' interests**

No member declared an interest in any item under discussion.

**P18/040 To receive and confirm the minutes of the meeting held 5<sup>th</sup> September 2018**

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

**P18/041 To consider the committee budget and spending to date**

The budget and spending to date as noted.

**P18/042 To appoint to the position of Administration Assistant**

It was **RESOLVED** to appoint the incumbent temporary Administration Assistant to the position of permanent Administration Assistant subject to confirmation from Ellis Whittam that there is no requirement to advertise the post.

**P18/043 To note the annual employee appraisals have been undertaken and approve the award of annual salary incremental progressions with effect April 2019**

The Town Clerk reported that the appraisals of the Town Ranger, Town Centre Manager, Administration Assistant and Mayor's PA had been completed, that the appraisal for the Deputy Town Clerk would be arranged during her keeping in touch week and that the appraisal of the Deputy Town Clerk (Maternity Cover) had not been undertaken due to her impending departure. It was noted that the Town Clerk's appraisal would be held in the coming month.

It was **RESOLVED** to approve the salary increment awards for the Town Ranger, Town Centre Manager, Administration Assistant and Mayor's PA.

**P18/044 To consider staffing requirements following the transfer and refurbishment of the Council Offices**

It was **RESOLVED** to recommend the outlined staffing structure (with the amendment that the Cemetery Groundsman report to the Office and Cemetery Manager) to Council.

**P18/045 To consider the job titles of the Administration Assistant and Mayor's PA**

It was proposed and seconded to amend the Administration Assistant job title to Administration Officer, the motion failed.

It was proposed and seconded to amend the Mayor's PA job title to Mayor's PA and Mayoral Events Coordinator, the motion failed.

**P18/046 To reviewing the grading of the Town Clerk and Deputy Town Clerk roles**

It was **RESOLVED** to exclude the public and press on the grounds of the confidentiality of discussions. The Town Clerk provided a background to report and provided additional information before leaving the meeting.

It was **RESOLVED** that the Deputy Chairman write to the Chief Officer at ChALC to clarify the following: whether or not there is weighting applied to the criteria employed in her evaluation, whether certain criteria may be afforded greater responsibility than others and whether consequentially the outcome of the evaluation is skewed, following receipt of an answer the item will be reconsidered by the committee.

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

**P18/047 To consider the draft committee budget 2019/20**

It was **RESOLVED** to recommend the draft budget subject to the amendments necessary to reflect the decision in P18/044.

**P18/048 To discuss personnel matters**

The Town Clerk responded to questions on whether staff inductions include directing all staff to the website to recognise councillors, how working hours are agreed and how homeworking is undertaken. The Town Clerk confirmed that staff are told the profiles of councillors are on the website, that working hours are mutually agreed between with staff at appointment with flexibility on both sides for ad hoc changes and that homeworking is rarely undertaken.

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

The Town Clerk responded to a question.

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

**P18/049 To note the date of the next meeting**

It was noted it would be necessary to convene a meeting in advance of the next scheduled meeting to consider the updated information from ChALC.