

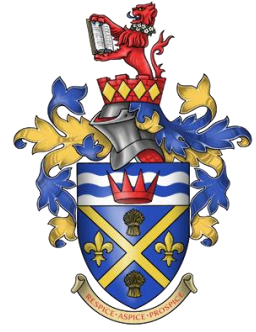
Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes of the Personnel Committee Meeting held on 7th October 2020 Online, via Zoom

P19/202 Present

Cllrs Nicholson, Beswick, Forbes, Gardiner and Malloy.

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

P19/203 To receive apologies for absence

Apologies were received from Cllrs Hamilton Coan and McCulloch (personal business) and Dalzell (health).

P19/204 To note declarations of members' interests

Cllr Gardiner declared a personal interest in P19/207 on the grounds of being Deputy Mayor and the planned Town Mayor for the ensuing civic year.

P19/205 To receive and confirm the minutes of the meeting held 9th September

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

P19/206 To note the committee's budget and spending to date

The budget and spending to date was noted.

P19/207 Motion on notice under Standing Order 45 from Cllrs Hamilton Coan, Beswick, Coan, McCulloch and Nicholson

To rescind the resolution made with respect the recruitment of a Civic Events Officer under minute P19/193

A motion that the item be deferred to a future meeting was proposed and seconded but failed.

A motion that the resolution made with respect the recruitment of a Civic Events Officer under minute P19/193 be rescinded was proposed and seconded but failed.

It was noted that before the vacancy was advertised the option of the Administration and Support Officers taking on addition days to fulfil the role on a temporary basis would be explored.

P19/208 To consider the duties, hours and grading of the Caretaker role

It was **RESOLVED** to regrade the role to SCP 3-5 and increase the hours of the post to 24.5 per week.

P19/209 To consider the council's HR support contract, sick pay insurance and the introduction of an employee assistance programme

It was **RESOLVED** to contract with Peninsula for the council's HR support contract 2021-24. It was **RESOLVED** to take out a group income protection insurance to cover staff on Green Book sick pay.

It was **RESOLVED** to include the employee assistance programme add-on as part of the Peninsula contract.

P19/210 To consider the staffing overview report

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

The report was noted.

P19/211 To approve the award of annual salary incremental progressions with effect April 2021

It was **RESOLVED** that subject to no performance issues arising before 1st April the annual increments be approved for all staff in line with report P1935.

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

P19/212 To consider the draft committee budget 2021/22

It was **RESOLVED** to approve the budget subject to the amendments necessary as a result of resolutions made at the meeting.

P19/213 To agree a date for the next meeting

It was agreed that a meeting be convened when necessary.