

REPORT TO PERSONNEL COMMITTEE

RATIFICATION OF DECISIONS



Report Reference P-21-04
Meeting Date 21st September 2021
Agenda Item 6
Prepared by Town Clerk

1.0 BACKGROUND

In May 2021, Full Council resolved to suspend formal meetings until either the council was able to formally meet virtually or returned to face-to-face meetings. As part of this resolution, authority was delegated to the Town Clerk to take decisions following counsel from members via a series of working groups with the condition that the decisions be ratified by the appropriate committee at its first formal meeting.

2.0 DECISIONS FOR RATIFICATION

The Environment working group met on 17th May and 12th July with the following formal decisions arising:

DECISION 1 VOLUNTEERING POLICY

The draft policy is adopted with the following amendments:

- Volunteer coordinators would need to have adequate volunteer management training
- 1.5 should be amended to include “in consultation with the Town Mayor”
- 3.3 should be amended to include “or where it is required for health and safety purposes or in compliance with law”
- 6.2 should be amended to change “obligation” to “requirement”
- 6.2 should be amended to state that the Town Clerk must approve volunteers’ access to personal/sensitive data and that it should set out that such access will only be where it is necessary for the fulfilment of the role.
- 6.3 should be amended to change “are expected to” to “will”

And subject to:

- a) formal ratification at the first meeting of the Personnel Committee
- b) A review after six months to ensure it does not increase the burden on officers

DECISION 2 VOLUNTARY ARCHIVIST ROLE

A voluntary role for an archivist will be created as per report P-21-01.

DECISION 3 WORK EXPERIENCE POLICY STATEMENT

The following work experience policy statement is approved:

The Town Council recognises the wide benefits to students and recent graduates in undertaking work placements and, subject to the following conditions, will look to provide placements at Knutsford Town Council.

- a) The council will only offer a placement where it believes it will provide a meaningful experience
- b) The council will not offer placements where it is likely to cause undue disruption to the ordinary work of staff
- c) The council may stop a placement any time should the individual be unsuitable for the placement or where the placement leads to undue disruption to staff.
- d) The council will not advertise for placements, instead responding to individual requests
- e) Unless arranged through another organisation (e.g. an education establishment) the offer of a placement will be confirmed in writing and will set out the terms of the placement.

3.0 RECOMMENDATION

It is recommended that the committee ratifies the decisions in section two.