

## **Middlewich Town Council**

### **Personnel Committee**

**Minutes of a Meeting of the Town Council's Personnel Committee, held in the Town Clerk's office, Victoria Building, Middlewich on Wednesday 3<sup>rd</sup> February 2016, commencing at 6.30pm**

#### **PRESENT**

Councillor K Kingston (in the Chair), Councillors SN McGrory, S Moss and

B Walmsley

Officers in attendance: JPA Williams, Town Clerk and DJ French, Assistant Town Clerk

#### **APOLOGIES FOR ABSENCE**

Cllr PJ Farrell

#### **44 APPOINTMENT OF CHAIRMAN**

**Resolved:** That Councillor K Kingston be appointed Chairman of the Committee for the ensuing year.

#### **45 APPOINTMENT OF VICE CHAIRMAN**

**Resolved:** That Councillor PJ Farrell be appointed Vice Chairman of the Committee for the ensuing year.

#### **46 DECLARATIONS OF INTEREST**

Councillors S Moss and B Walmsley declared interests as Trustees of Middlewich Community Trust.

#### **47 TERMS OF REFERENCE**

**Resolved:** That the Terms of Reference of the Committee be approved subject to clarifying point 12 "Performance Management and Appraisals" to state that staff appraisals are delegated to the Town Clerk.

#### **48 MINUTES**

**Resolved:** that the minutes of the previous meeting held on 9<sup>th</sup> March 2015 be approved as a correct record subject to a correction to Minute P41 at the end of the first sentence to say "year" not "your" so that the sentence reads "A letter had been received from Cheshire East Council which confirmed that the Partnership Agreement with each of the 5 Towns would from April 2015 be extended from one year to three".

## **Part Two**

**Resolved:** that the Meeting be moved into Part 2 session for the remainder of the business on the grounds that the items to be discussed involve staffing matters.

### **49 STAFF APPRAISALS**

The Town Clerk updated on staff appraisals. He was in the process of going through with staff on a 1:1 basis their objectives; these would be completed within a week.

**Resolved:** that

(a) the report be received and noted; and

(b) an officer and Member joint training session take place in 2016.

### **50 CHANGES TO PENSION ARRANGEMENTS**

The Town Clerk reported that from 1 February 2017, the Town Council must offer pensions to all staff.

**Resolved:** that the update be noted.

### **51 TOWN COUNCIL ADMIN SUPPORT TO FAB**

The Committee discussed a temporary increase in hours for the Admin Assistant during the period before and immediately after the FAB Festival so as to manage the additional admin work. Any additional hours would be paid not given as time off in lieu.

**Resolved:** That the Town Clerk be granted delegated authority to authorise any additional hours of work for all staff around the time of FAB; such additional hours to be paid; and subject to budget constraints.

### **52 MIDDLEWICH COMMUNITY TRUST**

The Committee considered staffing arrangements in the handover period of the running of the Function Suite to Middlewich Community Trust. It was noted that the biggest impact of the handover to the Trust would be on the Facilities Officer but other staff would also be affected. Members agreed that the Town Council staff should no longer be involved in dealing with bookings and queries regarding the Function Suite, once the Trust had taken over, but this would be discussed fully at the next Trust meeting.

**Resolved:** that the update be noted and handover matters be discussed further at the next Middlewich Community Trust meeting.

Date of next meeting – Wednesday 2<sup>nd</sup> March at 6.30pm.

The Meeting concluded at 7.20pm

**Councillor K Kingston, Town Mayor and Chairman**

**Signed** .....