

Middlewich Town Council

Personnel Committee

Date: Thursday 15th February 2018

Time: 6.00pm

Venue: Room 3A, Middlewich Town Council, Victoria Building, Lewin Street

Agenda

1 Apologies for Absence

2 Declarations of Interest

3 Minutes

To confirm as a correct record the minutes of the previous meeting held on 23rd October 2017 (attached)

Part Two

To make a resolution to move into Part Two session and exclude the Public and Press from the Meeting on the basis that the item to be discussed involves staffing matters

4 Staffing Matters

To consider:

- (a) complaints – a verbal update will be given by the Town Clerk
- (b) an update on the review of job descriptions;
- (c) monetary award to Assistant Town Clerk

As Members are aware, the Assistant Town Clerk covered the role of the Town Clerk during his absence in 2017 due to medical grounds.

Chalc have advised that the Assistant Town Clerk should receive an appropriate monetary award for the additional work and responsibility which she undertook over this period of 9 weeks. Chalc suggests that this be calculated by working out the difference in pay between the Town Clerk and Assistant Town Clerk and awarding the Assistant Town Clerk 50% of this amount for the whole period of the Town Clerk's absence.

Date of next meeting – to be arranged when required

Middlewich Town Council

**Minutes of a Meeting of the Town Council's Personnel Committee,
held in Room 3A, Victoria Building, Middlewich on Monday 23rd October
2017, commencing at 6.30pm**

PRESENT

Councillors W Walmsley (Chairman), S Moss and B Walmsley

Officers in attendance: N Antoney, Admin Officer (in Part One only)

APOLOGIES FOR ABSENCE

Cllr S McGrory

DECLARATIONS OF INTEREST

None.

MINUTES

Resolved:

That the minutes of the previous meeting held on 18th July 2017 be approved as a correct record.

PART TWO

Resolved:

That the Meeting be moved into Part 2 session for the remainder of the business on the grounds that the item to be discussed involves staffing matters.

STAFFING MATTERS

The Chairman advised the Committee that most of the staff appraisals had been completed and that it was evident that the staff were confused as to their job roles. Also, many of the jobs being undertaken did not relate to that employee's Job Description.

There had also been several changes relating to the Victoria Hall coming back under the management of the Town Council and this was having an impact on all personnel.

The Committee discussed this matter in depth and agreed that the Appraisal Panel were to undertake a full assessment of Council needs and Job Descriptions to cover these changes and employee job roles.

Resolved:

That the Appraisal Panel undertakes a full assessment of Council requirements, Job Descriptions and staff roles, taking into account the return of the Victoria Hall to the Council's management, and reports back to the next meeting of the Personnel Committee with findings and recommendations.

The meeting concluded at 7pm.