



Congleton Town Council

Historic market town

Chief Officer: David McGifford



25th February 2016

Dear Councillor,

Personnel Committee meeting – Thursday 3rd March 2016

You are requested to attend a meeting of the Personnel Committee, to be held at Congleton Town Hall on **Thursday 3rd March 2016 commencing at 6.00 pm.**

PLEASE NOTE - This meeting is scheduled for 45 minutes and will be followed by the meeting of the Council commencing at 7.00pm

Yours sincerely,

David McGifford
Chief Officer

AGENDA

1. Apologies for absence. (Members are reminded of the necessity to give apologies in advance of the meeting and to give reasons for absence).

2. Minutes (enclosed)

To confirm the minutes of the meetings held on the 12th November 2015

3. Declarations of Interest

Members are requested to declare both “non pecuniary” and “pecuniary” interests as early in the meeting as they become aware of it.

4. Outstanding Actions

None.



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where friends are made

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5. Childcare Vouchers (Enclosed)

To receive a recommendation to introduce a Childcare Voucher Scheme to all employees.

6. Resolution to exclude the Public and Press

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters Set out below on the grounds that it could involve the likely disclosure of private and Confidential information or staff matters.

7. Extending the Communities Officer Contract until March 31st 2018 (Enclosed)

To consider a proposal for the extension to the contract of the Communities Officer until March 31st 2018.

8. Request for extension of Sick Pay (Papers to Follow)

To receive a request from an employee for an extension to the payment of full sick pay beyond 6 months.

To: Members of the Personnel Committee

Cllrs:

D T Brown (Chairman), P Bates (Vice Chairman)
Mrs S Akers Smith, J G Baggott, L D Barker, P Broom, Mrs A M Martin, Mrs J Parry,
H Richards and G S Williams

Ex-Officio: Cllrs Mrs E Wardlaw and Cllr G R Edwards

Ccs: Other members of the Council and Honorary Burgesses (5) for Information; Press (2)
Congleton Library, Congleton Tourist Information Centre.

Congleton Town Council

Minutes of the Personnel Committee meeting held on
Thursday, 12 November 2015

PRESENT: Councillors

Mrs S Akers Smith
Mrs D S Allen
J G Baggott
P Bates
G R Edwards
Mrs S A Holland
Mrs A M Martin
Mrs J D Parry
H Richards
G S Williams

1. APOLOGIES

Apologies for absence. (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non-attendance).

Apologies were received from Cllrs P Broom and D T Brown.

2 MINUTES OF THE PREVIOUS MEETING

PERS/16/1516 RESOLVED that the Minutes of the meeting held on 16th June 2015 be approved and signed by the Chairman.

3 DECLARATIONS OF INTEREST

Members are requested to declare both "non pecuniary" and "pecuniary" interests as early in the meeting as they become aware of it.

Cllrs J G Baggott, P Bates and G S Williams declared a non-pecuniary interest in any matters related to Cheshire East Council.

4 OUTSTANDING ACTIONS

None

5. STATEMENT TO THE COUNCIL

Cllr Mrs D S Allen made a statement expressing concern at a statement made by another Councillor at the previous meeting of the personnel committee and questioned why such a statement was allowed to be made.

6. RESOLUTION TO EXCLUDE THE PUBLIC & PRESS

PERS/17/1516 RESOLVED –That in accordance with the Public Bodies (Admission to Meetings) Act 1960, public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters.

7. ILL HEALTH EARLY RETIREMENT

The Committee considered a report produced by the Council's approved independent occupational health adviser who had recently examined an employee requesting an ill health early retirement pension. It was noted that this request was not approved by the medical practitioner.

PERS/18/1516 RESOLVED that:-

1. Sickness benefit at the 50% rate to be extended for 6 months.
2. The Town Council to provide any help and support possible to the individual concerned to assist him with his current problems.
3. The Personnel Committee to review the matter in April 2016.

Cllr P Bates
Vice Chairman

Report to Personnel Committee 3rd March 2016

Childcare Vouchers

Childcare vouchers are a salary sacrifice scheme offered by many employers (including Cheshire East Council) as a way to save tax and national insurance. If taken up the employee's gross pay is reduced with the balance paid as a voucher. The voucher is given to the childcare provider, who would then send it back to the council with their invoice to be paid via the purchase ledger.

Up to £243 per month can be used in this way which is free of tax and national insurance (employee's and employer's.)

The scheme must be available to all employees and can be used to pay for registered childcare, such as nurseries, childminders or after school clubs for children up to the age of 15. HMRC need to approve the scheme.

Recommendation:

To approve offering childcare vouchers as a salary sacrifice scheme so that employees can all be contacted and offered the scheme, contracts of employment amended and HMRC contacted to approve the scheme.

Jackie Potts 27/01/16