

Congleton Town Council

Minutes of the Personnel Committee meeting held on Thursday,
19th August 2010

PRESENT: Councillors C Anstice
E Clarke
D Martin (Deputy Mayor)
D Parker
A Thwaite

1. APOLOGIES

Apologies for absence were received from Councillors: N Bayley, G Baxendale, G R Edwards, Mrs S A Holland, Mr P H Mason, Mrs J Whitehurst, Miss R K Williams and Mr M Carey.

2 MINUTES OF THE PREVIOUS MEETING

PERS/01/1011 RESOLVED –That the Minutes of the meeting held on 1st April 2010 be approved and signed by the Chairman.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 OUTSTANDING ACTIONS

None.

5 RESOLUTION TO EXCLUDE THE PUBLIC & PRESS

PERS/02/1011 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.

MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS EXCLUDED

6 REPORT ON VETTING AND BARRING

The committee considered a report on a Vetting and Barring Scheme.

PERS/03/1011 RESOLVED:–

- 1) That Cheshire West & Chester Council continue to act as the Council's umbrella organisation for undertaking CRB checks and ISA registrations.
- 2) To register an employer interest with ISA, either directly or through the umbrella organisation.

7. VOLUNTEERS POLICY

A new Volunteers Policy was presented to the committee for consideration.

PERS/04/1011 RESOLVED- That the Volunteers Policy be adopted.

8. CHILD AND VULNERABLE ADULT PROTECTION POLICY

A Child and Vulnerable Adult Protection Policy relating to the Safeguarding of Children and Vulnerable Adults was discussed and considered.

PERS/05/1011 RESOLVED- That the Child & Vulnerable Adult Protection Policy be adopted.

9. HEALTH AND SAFETY POLICY AND ACTION PLAN AND RISK ASSESSMENTS

A revised Health and Safety Policy and accompanying Action Plan and Risk Assessment was reviewed.

PERS/06/1011 RESOLVED- That the revised policy be adopted.

10. PENSION DISCRETIONS POLICY

A new Pensions Discretions Policy which is a legal requirement from the Cheshire Pension Fund to produce a Pensions Discretions Policy was considered by the committee.

PERS/07/1011 RESOLVED- that the Pensions Discretion Policy be adopted.

11. CiLCA AWARD

It was noted that Linda Minshull gained the CiLCA qualification.

PERS/08/1011 RESOLVED- That Linda's salary be increased by one scale point as a consequence of gaining the CiLCA accreditation back dated to January 2010.

12. LOCAL GOVERNMENT PAY 2011-12

The committee noted that whilst the salary award for 2010-11 is yet to be determined, it is likely that officers with a salary of more than £21,000 will receive a nil increase, whilst those employees on salaries below this level will receive £250.00 per annum.

D A Parker
Chairman