

Congleton Town Council

Minutes of the Personnel Committee meeting held on
Thursday, 28th July, 2011

PRESENT: Councillors G P Hayes (Vice Chairman – In the Chair)
Mrs D S Allen
R Brightwell
J S Crowther
G R Edwards
D A Parker
G S Williams
N T Price – not Member of Committee

1. APOLOGIES

Apologies for absence were received from Councillor D Fletcher and D S Martin.

2 MINUTES OF THE PREVIOUS MEETING

PERS/01/1112 RESOLVED –That the Minutes of the meeting held on 21st April, 2011 were approved and signed by the Chairman as a correct record.

3 DECLARATIONS OF INTEREST

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

Councillor N T Price commented that he had spoken to the press concerning item 6.

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 STAFF XMAS BONUS PROPOSAL

The committee considered that it was inappropriate to pay a Xmas Bonus, but recognised that staff were involved heavily in preparatory work being undertaken to produce a business case for taking over Devolved Services for Cheshire East.

PERS/03/1112 RESOLVED –

1. That a performance related incentive scheme be introduced to reflect the increased workload arising from Devolved Services.
2. This would be a one off scheme eligible only to existing employees.
3. Payments to staff would be equalised based on standard hours worked.
4. The Clerk to produce a press release.

7 MANAGEMENT CONSULTANT

The Town Clerk explained the very heavy workload involved in identifying the information required to produce a business case, and to provide the necessary data to discuss and conclude a financial arrangement with Cheshire East Borough Council to take over Devolved Services which include Streetscape and Grounds Maintenance.

PERS/04/1112 RESOLVED That:-

1. The Management Consultant to be continued to be employed until November 2011.
2. In November the Personnel Committee will meet to review the status of discussions on Devolved Services and the need for the Consultant.

8 FACILITIES MANAGEMENT

The committee reviewed the report provided on Facilities Management and recognised that the Facilities Manager could become over loaded as a consequence of taking on additional responsibilities for managing the operation at Brunswick Wharf.

PERS/05/1112 RESOLVED - That the Chairman and Vice Chairman in conjunction with the Town Clerk be given delegated powers to appoint a temporary chargehand within the Facilities Management Team if required.

9 HR SUPPORT

The Town Clerk commented that he had recently discussed the notion of Cheshire East Borough Council providing H.R. support to the Town Council, but, did not yet have any costs associated with this Service.

PERS/06/1112 RESOLVED That:-

1. The proposal be withdrawn whilst further information is obtained from CEBC.
2. That a third quotation is provided for the provision of H.R. Support.

G P Hayes
Vice-Chairman (In the Chair)