



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

19th June 2020

Dear Councillor,

Personnel Committee Meeting – Thursday 25th June 2020

You are requested to attend a meeting of the Personnel Committee

To held on **Thursday 25th June 2020** commencing at **7.00pm**.

This will be a virtual meeting which needs to be accessed via Zoom.

The Zoom Meeting ID: 891 1297 1637

The Public and Press are welcome to attend the meeting. To access the meeting please contact the Chief Officer – David.mcgifford@congleton-tc.gov.uk for the relevant details **before 5.00pm on the day of the meeting**

There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press.

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)

The minutes of the meeting held on 30th April 2019 were approved by the COVID-19 Emergency Powers Committee on the 23rd April 2020 and are attached for reference only.

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.

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4. **Outstanding Actions**

None.

5. **Committee Terms of Reference** (Enclosed)

To receive the current Terms of Reference for the Committee.

6. **Current Structure** (Enclosed)

To receive an update of the current staffing structure of the Town Council and the impact of COVID19.

7 **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.

8. **Update on Sickness – Streetscape Operative** (To be forwarded by the Chief Officer)

To receive an update relating to a member of staff on long term sickness and a proposal for support.

9. **Staff Holidays** (To be forwarded by the Chief Officer)

To receive a proposal relating to staff holidays affected by COVID19.

10. **Complaint** (Verbal update)

To receive notification of a complaint against a member of staff.

Cllrs: David Brown (Chair), Margaret Gartside (Vice Chair)

Suzanne Akers Smith, Dawn Allen, Martin Amies, Russell Chadwick, Robert Hemsley, Amanda Martin, James Smith, Kay Wesley

Ccs: Other members of the Council and Honorary Burgesses (3) for Information; Press (2) Congleton Library, Congleton Tourist Information Centre.

Congleton Town Council

Minutes of the Personnel Committee meeting held on
30th April 2019

PRESENT: Councillors:

P Bates (Vice Chairman)
G R Edwards
G S Williams
J G Baggott
A M Martin

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 Cllr D T Brown

2. Minutes of Previous Meeting

PERS/05/1819 RESOLVED that the minutes of the meeting held on the 25th February 2019 be approved and signed by the Chairman.

3. Declaration 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 P Bates G Williams declared a non–pecuniary interest in any matters related to Cheshire East Council.

4. Outstanding Actions

There were no outstanding actions.

5. Structural Changes and Amendments to Job Titles

To approve the proposed changes in the staffing structure and amendments to the job titles,

PERS/06/1819 Resolved to approve the changes to the staffing structure and amendment to the job titles as attached.

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

PERS/07/1819 Resolved to exclude members of the public and press from the meeting.

7. **Job Evaluations**

To approve the proposed evaluations for the Town Hall Manager, and the Events and Marketing Officer positions.

PERS/08/1819 Resolved to approve the job evaluations as presented for the positions of the Town Hall Manager and the Events and Marketing Officer positions.

P Bates
(Vice Chair)

PERSONNEL COMMITTEE	
10 Members of the Authority.	
Quorum = 4	
Function of Personnel Committee Column 1	Delegation of Function Column 2
1 To Recommend to Council the overall Staffing structure and approval of additional posts.	<ul style="list-style-type: none"> • None-Final approval remains with Council
2 To agree the pay and conditions of staff	<ul style="list-style-type: none"> • Chief Officer reserved for Council • All other staff to Committee
3 Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> • Committee
4 Appointment of Staff	<ul style="list-style-type: none"> • Recommend appointment of Chief Officer to be endorsed by Council <ol style="list-style-type: none"> 1. Selection of long list by Chief Officer with personnel assistance if appropriate 2. Selection of final short list-Chairman & V Chairman +Leader/Mayor 3. Final Interview-Committee + Leader/ Mayor • Appointment of other Staff Scale Point 28 and above to Committee • Appointment of Staff below Scale Point 28 to Chief Officer in consultation with 2 members of Committee • Chief Officer for casual staff and temporary appointments to approved positions below Scale Point 28 • Town Centre & Marketing Mgr for Pool attendants • Snr Halls officer for Bar staff • Decision on whether to fill vacant positions is delegated to Chief Officer. • Decision on recruitment of contract staff or interim contract staff employed by a partner to Committee
5 Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"> • Chief Officer with appeal to Personnel Committee • Personnel Committee in the case of the Chief Officer with appeal to 3 members of Council who are not on Personnel Committee. • Dismissal of Chief Officer to be ratified by Council
6 Determination of individual grading issues and job evaluation	<ul style="list-style-type: none"> • Committee
7 Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<ul style="list-style-type: none"> • Committee (Council in case of Chief Officer) • Administration of retirement in cases of permanent ill health, after appropriate medical advice via Cheshire Pensions

8	Approval of job descriptions & person specifications.	<ul style="list-style-type: none"> • Committee
9	Absence issues under the Council's Attendance Management Guidelines.	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
10	Appeals Procedure.	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
11	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	<ul style="list-style-type: none"> • Council
12	Competence Procedure	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
13	Issue of Contracts of Employment	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
14	Redundancy & Redeployment.	<ul style="list-style-type: none"> • Committee
15	Monitoring Equalities Policy in relation to employment	<ul style="list-style-type: none"> • Committee
16	Approval of Officer Codes of Conduct	<ul style="list-style-type: none"> • Council
17	Health & Safety	<ul style="list-style-type: none"> • Committee for approval of Policy other than General Statement & Organisation which are reserved for Council
18	Grievance Procedure	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
19	Administration of other Personnel procedures	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
20	Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> • Chief Officer for all staff, often delegated to Manager • Leader, Personnel Chairman & other Member of Committee for Chief Officer
21	Training & Development Plan	<ul style="list-style-type: none"> • Chief Officer
22	To administer the Volunteers Policy	<ul style="list-style-type: none"> • Chief Officer to administer • Committee to monitor
23	To administer the Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> • Chief Officer to administer • Committee to monitor

All action delegated to the Chief Officer, with the exception of preparing a long list for appointment of Chief Officer, or dismissal of staff, may in his/her absence be undertaken by the Support Manager, after seeking relevant consultancy advice, if the matter cannot wait until the Chief Officers return.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Personnel Meeting		
MEETING DATE AND TIME	25 th June 2020	LOCATION	Zoom
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	6 Current staffing structure of the Town Council and the impact of COVID19		
Background	<p>As has been well reported over many committees the outbreak of COVID19 created a lot of issues in terms of the operation of the Council and its Services.</p> <p>Streetscape</p> <p>The short term impact was for some members of staff they were requested to stay at home for either personal health conditions or for shielding purposes, as 3 of these were Streetscape staff there was very limited work they could do over the initial lockdown. Available Streetscape operatives carried on their duties or specific works related to COVID19 following social distancing guidelines. The government guidelines which have relaxed over time have allowed the Streetscape staff to start returning to almost normal services but still being required to operate within the social distancing guidelines and react as required to support COVID19 issues. There are currently 2 operatives still unable to work, one for shielding and the second for a long term health issue.</p> <p>Town Hall and administration</p> <p>All of the administration staff have been working their normal hours, initially from home but some are now preferring to return to the Town Hall as time has progressed. The Town hall has set up for both socially distanced working as well as socially distanced meetings. The Town Hall is still being used by the blood transfusion service and has also been used by a training company on 3 occasions. The staff have shown great flexibility in supporting a food hub and meals on wheels service for luncheon club members, with caretakers also undertaking basic maintenance work such as painting. The administration staff have been involved with dealing with finance matters, the helpline as taking calls from local residents and businesses and have now returned to committee and working group meetings so it is business as usual plus COVID19.</p>		

	<p>The outbreak of COVID19 required a swift response from the council to support the Congleton community. The first 10 weeks utilised a lot of Town Council resource developing support activity with partner organisations, officers and available councillors rallied to the cause and showed great flexibility, commitment and determination - a great effort by all involved</p> <p>In terms of our Business Plan we agreed that we would recruit an additional 1.5 members of staff to help deliver the aspirations of the Town Council. COVID19 is expected to impact on the income normally received through the town hall bookings as well as the private works delivered through the streetscape service. As we have not yet recruited against these posts the savings from this helps to offset the loss of income, however this will impact on our ability to deliver against the Business Plan. Even though we are now working through the committees and working group's resource is now being diverted onto highway measures and business support for the town centre and the wider business community. I expect that the Town centre will require a lot of support from ourselves for the foreseeable future We need to take the opportunity to see what our current priorities are and allocate the necessary resource.</p> <p>More specific matters relating to staff will be discussed in other agenda items in part 2 of the agenda</p>
Proposal	To Receive the update from the Chief Officer

