

CHAPEL-EN-LE-FRITH PARISH COUNCIL

Minutes of the Meeting of the Personnel Committee held on 29 June 2022 Held in the Annexe of the Town Hall, Chapel-en-le-Frith

Present: Councillors M Barton, M Chantler, N Hill and S Young.

In Attendance: Mrs SE Stockdale – Clerk to the Council.

Apologies: Councillor I DePee.

23/120 Election of Chairman

Councillor Barton proposed and Councillor Chantler seconded that Councillor Young be elected as Chairman of the committee until the next annual meeting of the Council.

RESOLVED: That Councillor Young be elected as Chairman of the Personnel Committee until the next annual meeting of the Council.

23/121 Minutes of the Meeting held on 16 March 2022

Minutes numbered 22/516 to 22/521 were presented.

RESOLVED: That the Chairman of the committee be authorised to sign the Minutes as being a true and correct record.

23/122 Matters Arising from the Minutes

The Staff Policy and Procedure Handbook was agreed at the Annual Meeting of the Council in May 2022.

The vacant caretaking position has now been filled.

23/123 Review of Terms of Reference

The clerk provided members with a copy of Terms of Reference for a Personnel Committee drafted by DALC.

RESOLVED: That the existing Terms of Reference is amalgamated with the DALC terms of Reference and presented to the next meeting for further discussion. That the training budget is included in the Terms of Reference giving the Personnel Committee delegated spending powers in line with an agreed budget.

23/124 Review of staff contracts of employment and job descriptions.

It was agreed that the Amenities Committee will be asked to review the proposed job descriptions for the park staff and feedback any comments to the Personnel Committee.

It was agreed that DALC will be contacted to see if they are able to undertake a review of the administration roles and update job descriptions.

It was agreed that the Finance and Town Hall Committee are asked to review the caretaking and cleaning job descriptions.

It was agreed that a time limit of three months be placed on the completion of this work.

That new contracts of employment are issued to all staff in the format provided by DALC following ratification from the Full Council.

RESOLVED: That the Amenities Committee, Finance and Town Hall Committee are asked to comment on the revised job descriptions for park staff, caretaking and cleaning staff and DALC are asked to undertake a review of the administration roles and job descriptions.

That ratification is sought from the Full Council to issue new contracts of employment.

23/125 Review of salary scales.

Once all the job evaluations have been reviewed the Committee will undertake a review of salary scales.

Councillor Barton proposed and Councillor Chantler seconded a motion that once all the job evaluations have been completed and salary scales reviewed, any job evaluation exercise that resulted in pay increases are backdated to 1 April 2022, noting that hourly rates may not change or increase or decrease. The reason being that the Council should have had all new job descriptions agreed and independently evaluated by that date. In addition that it is morally correct the back pay the annual pay award for 2021/22 to former employees without them having to request this. All members were in favour.

RESOLVED: That the Personnel Committee undertake a review of the salary scales when they have all the information requested.

23/126 Member/Officer Communication Protocol

The Clerk had circulated prior to the meeting a copy of the DALC Member/Officer Protocol.

It was agreed that adherence to the Councils Code of Conduct should be added to the document.

RESOLVED: That the Member/Officer Communication Protocol is amended to add the Councils Code of Conduct and presented to the August Full Council meeting for adoption and is thereafter reviewed annually.

23/127 Date of next meeting

Wednesday 14th September 2022 at 10.30am in the Annexe of the Town Hall.

23/128 To resolve to exclude the press and members of the public under the Public Bodies (Admission to Meetings) Act 1960.

RESOLVED: That the Amenities Committee are asked to consider training requests from park staff.
That advice is taken from the DALC HR Consultant about staff issues that have been raised and presented to the Personnel Committee.

There being no further business the Chairman declared the meeting closed at 20.30 hours.

CHAIRMAN