



NANTWICH TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE HELD ON 12th NOVEMBER 2020

Present – Councillors: Arthur Moran (Chair), Stuart Bostock, David Greaves, Peter Groves and Carole Thomas with Samantha Roberts the Town Clerk and David Thomas the Facilities Manager.

Also present: Councillor Penny Butterill

1 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Andrew Martin

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF FINANCE COMMITTEE OF 28th February 2020

Committee approved the minutes of the meetings held on 28th February 2020.

4 DRAFT EMPLOYEE HANDBOOK/EMPLOYMENT CONTRACT

Members considered the previously circulated documents, with the Clerk advising members that the documents had been prepared with the assistance of the HR consultants. Both the Clerk and Facilities Manager had reviewed the documents in detail and amendments had been made with the support of the consultants. The Clerk advised members that the employee handbook contained policies which were in line with current employment legislation and would replace all the existing policies.

The Clerk also advised that there was one section within the employment contract that members may wish to consider further. The Clerk informed members that section 20. Layoff had been highlighted by the Facilities Manager as a possible concern. The Facilities Manager advised that during a previous review of contracts some years ago this had been an issue that members had agreed to remove from the contract. The Clerk had subsequently sought advice from the HR consultants to allow members to make an informed decision. The consultants had advised that this section was a standard element of a contract and protected employees from redundancy. However, it was within the committee's power to decide to remove this section if they wished. Councillor Groves shared the Facilities Manager's concerns, as he did not want staff to be unduly concerned and asked if the section was included with other local authority contracts, which would help members make a decision. Councillor Greaves suggested that the documents were comprehensive and fair but firm which gives room for negotiation.

Councillor Bostock asked if the right to work checks had been conducted, and the Clerk advised that this process is yet to be completed for the most recent staff. Councillor Bostock also asked how the policy on the misuse of social media could be monitored. The Facilities Manager advised that most staff were connected through social media including line managers.

Resolved: It was resolved:

- a) That the Clerk would seek clarification on whether other local authorities included a section on layoff;
- b) That subject to the above the committee recommend the approval of all the documents by full council.

5. APPRAISAL POLICY

Members considered the draft proposals for the introduction of a staff appraisal policy. The chair commented that this had been a desire of the town council to introduce for some time. The Chair asked about the system for carrying out appraisals, as based on his former experience, appraisals had been carried out with a top down approach to ensure the objectives of the organisation are shared. The Chair also asked when the appraisal system would be introduced if approved. In addition, Councillor Bostock who would be appraising who within the Town Council. The Clerk confirmed that appraisals would have a top down approach, and hopefully in line with the next agenda item to be considered a new staff structure would aid with the carrying out of appraisals shared between line managers and supervisors. The Clerk also confirmed it would be her wish to introduce appraisals in the Spring of 2021, allowing for the recovery from the pandemic, and in line with the financial year with the aim of achieving objectives within each financial year as detailed within the draft Corporate Strategic Plan.

Resolved: It was resolved that the committee recommend the approval of the proposed documents by full council.

6. STAFFING REVIEW

Members considered a report detailing proposals for a staffing review. The Clerk advised members that the action is contained within the draft Corporate Strategic Plan, and if approved would aid in ensuring the town council has the human resources required for the delivery of the Plan. The Clerk re-assured members that employees are the most important and valuable resource of the council, and the aim of the review is to ensure that this is recognised. The review would also propose a structure of line management to aid the appraisal process.

Resolved: It was resolved to approve the appointment of a consultant as detailed within the report to carry out the staffing review.

7. SALARIES 2021/22

Members considered the proposed salary increments for all staff from April 2021. The Clerk advised that the DRAFT budget has taken until consideration the proposed increments and an estimate of 2% cost of living increase, which is yet to be agreed between employers and unions.

Resolved: It was resolved to approve the increments as detailed within the report for staff salaries for 2021/22.

Signature of Chair :.....

Date :.....

