



Minutes of the Meeting of the Personnel, Policy & Governance Committee

This meeting was held in the Chambers at the Town Hall
at 10am on Wednesday 22nd June 2022

Motion moved without Notice

Resolved Cllr H Ellwood opened the meeting

To Elect a Chair for the ensuing year 2022/23

Resolved Cllr J Stewart would be the Chair for the ensuing year 2022/23.

Present:

Cllrs Helen Ellwood, - Deputy Mayor (HE), David Kent (DK), Amanda Stott (AS) ,
Angela Williams (AW).

Resolved Cllr HE was nominated as Chair for this meeting in the absence of Cllr J
Stewart.

Declarations of Interest:

None were declared.

Members of the Public

None present.

Apologies

Cllr J Stewart due to work commitments and Cllr J Nicholas due to a Fire Service
meeting.

It was noted this was the first meeting of the Personnel, Policy, and Governance
Committee in the electoral year

PPG 01/22 To Approve the Terms of Reference for the Committee

RESOLVED the Terms of reference were agreed.

PPG 02/22 To Approve the draft minutes from 20th April 2022

It was noted these had been approved at Full Council on 3rd May 2022.

RESOLVED the minutes were approved as a true and accurate record.

PPG 03/22 Matters raised from the minutes

No matters raised

PPG 04/22 To agree an amended staff contract as proposed by Work Nest.

The Committee debated the contract and the third option under point was agreed to be most acceptable under 12.1. Cllr AS enquired about the covering letter to be attached with the contract to the staff. The Clerk explained she had gained advice from Work Nest and there was a letter available to utilise.

RESOLVED the recommended contract for the employees was accepted.

PPG 05/22 To agree the fee with NALC to commence the Local Council Award Scheme

Cllr DK enquired about the process and the details of obtaining the accreditation. The Clerk explained and that it needed two thirds of the Council to be elected, Cllr AS clarified there were four members coopted the remaining were elected. There was a fee to apply.

The Clerk explained that there may be a fee to update a few areas of the website, but this would be within budget.

RESOLVED the Committee recommended the Town Council would apply for the LCA.

PPG 06/22 To review the Corporate Plan as circulated.

This was debated at length and the process for reviewing the plan. It seems evident that some of the Working Groups needed attention through the committees. Cllr AS suggested that the Clerk put the plan in a table format to the Council can see where it was achieved and where attention was needed by the committees.

RESOLVED the Clerk would formalise the plan in a table spreadsheet and ensure it went to each relevant committee to review where they were, and this would then be overseen by full Council.

The budget process was also debated to link to the Corporate Plan. The Clerk suggested a process where the Cllrs presented a video link to put on FB and the website and hold a morning meeting in the Civic Hall to invite the public to engage. Cllr DK asked if this could also be done as a virtual meeting.

RESOLVED the Committee recommended to Full Council that the video was completed to assist budget consultation to lead to three methods of feedback from the residents of Bollington in person, virtual meeting and a survey.

It was noted that Cllr J Nicholas may be able to assist with the video.

PPG 07/22 To agree the Terms of Reference for Full Council.

The Town Manager had researched Terms of Reference for the Town Council which was best practice but not essential.

RESOLVED the Committee recommended the Terms of Reference were adopted.

PPG 08/22 The agree Revised Policies which had been circulated to the committee.

The content was discussed, and it was noted the Grievance and Disciplinary Policy was the same as the Employee handbook.

RESOLVED The **Complaints Policy** was adopted.

RESOLVED The **Training Policy** was adopted

RESOLVED The **Health & Safety Policy** was adopted

RESOLVED The **Disciplinary Policy** was adopted

RESOLVED The **Grievance Policy** was adopted.

PPG 09/22 To agree all Councillors and the Clerk to be DBS checked.

Cllr DK asked if the basic check was sufficient and the enhanced was sufficient and was there a possibility if the Town Hall team could carry out the check on Cllr advice. The Clerk would investigate and report back.

RESOLVED the Committee agreed the Cllrs would be DBS checked if they were agreeable.

PPG 10/22 To agree the renewal of the Ellis Whitham (Work Nest) contract

The contract had been taken out on 13th August 2022 and it was a contract there is a clause that we can opt out of the contract on or before the 13th July 2022. If the opt out clause is not exercised the agreement will remain fixed term until 13th August 2024.

RESOLVED the committee recommended breaking out of the clause on 13th July 2022.

PART B

Under Standing Orders 3d - Exclusion of the Public.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential natures of the business to be transacted or for other special reasons.

The public's exclusion from part or all a meeting shall be by a resolution which shall give reasons for the public's exclusion.

It was **Resolved** to move to Part B

The Town Wardens appraisals and pay review

Actions were resolved

The Town Clerks Job description change to incorporate the RFO position.

Actions were resolved.

Thirteen-week assessments were noted.

Appendix 1

PPG 11/22 To note the next date of the Personnel, Policy & Governance Committee will be held on 27th September 2022 at 10am in the Town Hall at 10am

Meeting closed at 11.45 am

