



## **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 15<sup>th</sup> March 2023

### **Present:**

Cllrs David Kent (DK), James Nicholas (JN), John Stewart (JCS) (Town Mayor),  
Angela Williams (AW).

Chair – Cllr J Stewart

Officer – Julie Mason

### **Declarations of Interest:**

None were declared.

### **Members of the Public**

Cllr Judy Snowball and Cllr Ken Edwards.

Cllr KE wished to speak on the Grievance Policy and the Disciplinary Policy after the adoption of the Dignity at Work Policy. He was concerned if there was a line of recourse if a member of the Town Hall administration team submitted a grievance in relation to a Councillor.

Cllr JS wanted to speak on the Menopause at Work Policy, she encouraged the committee to consider the policy and she offered her assistance and to share her knowledge with the Town Clerk.

### **Apologies**

Cllr H Ellwood due to holidays and Cllr A Stott due to a meeting with Cheshire East Council.

**PPG 09/23 To note the minutes from Wednesday 11<sup>th</sup> January 2023 (PPG 01/23 – 07/23) and Friday 17<sup>th</sup> February 2023 (Nil) Appendix 1 approved by Full Council on 7<sup>th</sup> March 2023.**

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

**PPG 10/23 To discuss matters raised from the minutes.**

No matters were raised.

**PPG 11/23 Menopause at Work Policy**

The Committee noted the comments by Cllr J Snowball and agreed it would be placed as an item for discussion at the first Personnel, Policy & Governance Committee meeting in the new electoral year.

**PPG 12/23 To review policies after adopting the Dignity at Work Policy:**

- i) Grievance Policy**
- ii) Disciplinary Policy**

The Committee noted both policies had been adopted in July 2022. Cllr DK noted in the Grievance Policy point 4 and 7 referred to 5.1 and there was no 5.1 listed in the document. The Committee was reluctant to change either policies but noted that there were no clear actions in the appeal process for a Cllr if wrongly accused. The Committee would also like to place a two-year period on an employee's file if a written warning was granted.

**RESOLVED** the Clerk was requested to go to NALC/SLCC and ask for advice before a decision could be made on the policies.

**RESOLVED** the Clerk was asked to seek guidance if a written warning could be on an employee's file in excess of twelve months in order to amend point 11 on the Disciplinary Policy.

**PPG 13/23 To adopt revised policies.**

- i) Civic Functions & Events Policy**

Cllr DK wished point 3 was revisited as it was not clear it was Cheshire East Council owned land.

**RESOLVED** subject to the above amendment the policy was accepted.

- ii) Child Protection & Vulnerable Adults Safeguarding Policy**

The Committee wished under point 4 the wording was revised to – *Ensuring that all Councilors likely to be involved in supervision with children or vulnerable adults during the performance of their own duties are DBS checked.*

**RESOLVED** subject to the above amendment the policy was accepted.

- iii) Lone Working Policy**

**RESOLVED** the policy was accepted.

- iv) Pensions Policy**

The Committee preferred the shorter version of the policy but asked for further clarification from the Clerk.

*Deferred.*

**RESOLVED** all policies with the exception of the Standing Orders, Financial Regulations and the Code of Conduct would be revisited within a three-year period.

**PPG 14/23 To agree training for new Town Warden.**

- i.£335.00 one day training on strimmer /brush cutter/ garden equipment-  
Kentra Training Ltd

**RESOLVED** the Committee gave authority for the training to be booked.

- ii.£240.00 Traffic Management course with LANTRA

**RESOLVED** the Committee gave authority for the training to be booked.

**PPG 15/23 To discuss the benefits of retaining the Work Nest contract.**

The Committee discussed the benefits Worknest had given to the Council over the past two years, but the renewal was £2,536.00 and unbudgeted. The Committee felt

the Council may require support over the next year, but it was a high cost and outside the budget and the members felt it was more ideal to give ad hoc support when required as opposed to the contract renewal.

**RESOLVED** the contract with Worknest would not be extended.

**RESOLVED** this should be included in the Risk Assessment for 2023/24

**PPG 16/23 To receive the drafted Corporate Plan.**

It was noted there was an opportunity for all Councillors to see the final draft on Monday 20<sup>th</sup> March 2023 at 10am.

It would then go on the agenda for Full Council in April.

**PPG 17/23 To agree date for the Towns Clerk's appraisal and agree two Councillors to conduct the appraisal.**

It was agreed the Town Clerk's appraisal would be carried out in April.

**RESOLVED** Cllr J Stewart and Cllr A Stott would be the Cllrs to carry out the appraisal.

It was noted if Cllr AS was unavailable Cllr AW would be asked to be a substitute.

**PPG 18/23 To receive the staff meeting minutes from 8<sup>th</sup> March 2023**

**RESOLVED** the minutes were accepted.

**PPG 19/23 To agree the Induction date for Councillors after the elections and items to be included in the pack.**

It was agreed that the Clerk would organise an Induction session for all new Councillors after the Election in May.

**RESOLVED** the Clerk would organise an induction session on 9<sup>th</sup> May at 5pm.

**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

To accept two staff appraisals

*Appendix 1*

**PPG 19/23 To note the next date of the Personnel, Policy & Governance Committee will be held on 28<sup>th</sup> June 2023 at 10am in the Town Hall**

**Meeting closed at 11.43 am**