**Crewe Town Council**

**Personnel Committee**

1 Chantry Court,

Forge Street,

Crewe

CW1 2DL

[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

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**Minutes of the meeting held on 28th January 2020**

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| **Present** | Councillors Buckley, Houston, Jill Rhodes, Straine-Francis, Toth and Walton.  In attendance: Councillor Minshall, Rob Mackenzie (Deputy Town Clerk) and Jackie Weaver (ChALC). |
|  | **To elect a Chair and Vice Chair.**  It was resolved to elect Councillor Jill Rhodes to be Chair and Councillor Messent to be Vice-Chair. |
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|  | **To receive apologies for absence** |
|  | Apologies were received from Councillor Messent (prior commitment). |
|  | **To note declarations of Members’ interests.** |
|  | There were no declarations made. |
|  | **To note the terms of reference of the committee**  The terms of reference for the committee were noted. |
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|  | **Public Participation** *A period not exceeding 15 minutes for members of the public to ask questions or submit comments*.  There were no questions or statements made. |
|  | **It is recommended that Committee considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Items 7-12 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.**  It was resolved under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Items 7-12 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted. |
|  | **To consider honoraria for officers taking on additional duties in the absence of the Town Clerk** |
|  | Members ***resolved*** to award honoraria as recommended in the report from ChALC commencing on 1st January 2020 and continuing until a new Town Clerk is in post. (The Deputy Town Clerk left the meeting during the discussion of this item.) |
|  | **To consider the creation of a temporary post of Administration Officer** |
|  | Members resolved to create a temporary part-time post of Administration Officer graded scp 13-17, for an initial period of 6 months, and that authority be delegated to the Acting Town Clerk to prepare a contract, including job description and person specification based on the information in his report, and to appoint to the post. |
|  | **To consider arrangements for cover during maternity leave**  Members approved the proposed arrangements for maternity cover and recommend to Finance and Governance Committee that the contract for the supply of the Events Officer be extended until January 31 2021. |
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|  | **To consider a job description and person specification for the post of Town Clerk.**  Members resolved to approve the job description and person specification for the post of Town Clerk, subject to the amendment of para 2 of the job description with the insertion of “manage the Council’s staff” after “To”. |
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|  | **To consider arrangements for the advertisement and recruitment of a Town Clerk** |
|  | Members resolved to   1. Advertise the vacancy on the Council’s website, through ChALC, SLCC, Local Council Review, WM Jobs (subject to cost note exceeding £1500) and the Crewe and Newcastle under Lyme Job Centres. 2. ChALC will draft an advert and consult members of the Committee on the text. 3. A long list of candidates will be drawn up by the Acting Town Clerk in consultation with ChALC, 4. From the longlist a shortlist will be drawn up by the Chair and Vice Chair of Personnel Committee together with the Mayor and Deputy Mayor, 5. The shortlist will be interviewed by Personnel Committee plus the Mayor. 6. The appointment of a selected candidate will be confirmed by Council |
|  | **To consider a report from ChALC making recommendations to update the Employee Handbook, Officer Code of Conduct and Dignity at work** |
|  | Members resolved   1. to adopt the revised Dignity at Work Policy and Employee Handbook subject to amendments to 2. Allow employees to carry forward up to 5 days holiday entitlement into the following leave year at the Town Clerk’s discretion. 3. Alter the page footers to include an issue number 4. To recommend to Council that the revised Officer Code of Conduct be adopted. |
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|  | **To note the date of the next meeting**  Members agreed the date of the next meeting as Monday 9th March 2020 |

**Meeting closed: 8.30 p.m.**