**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 9th March 2020**

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| **Present** | Councillors Buckley, Houston, Jill Rhodes, and Messent.In attendance: Rob Mackenzie (Deputy Town Clerk). |
|  | **To receive apologies for absence**Apologies were received fromCouncillor Straine-Francis (prior engagement). |
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|  | **To note declarations of Members’ interests.**There were no declarations made. |
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|  | **To confirm and sign the minutes of the meeting held on 28th January 2020** |
|  | Members approved the minutes of the previous meeting for signing by the Chair. |
|  | **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. |
|  | **To consider a model contract of employment for future employees** |
|  | Members **resolved** to: 1. To amend the draft model contract as follows
	1. Re-order the sentences in para 23.1 and delete “also”
	2. Move the last sentence of para 26.3 to para 26.2. The remainder of para 26.3 will apply only if it is necessary for the role. Delete “without notice….lieu”.
	3. Insert “your driving is impaired by” in the last sentence of para 2.64
	4. Amend 27.1 to make clear that periods of notice will be determined according to the grade of the post in line with standard conditions of service.
2. Adopt the new model contract as a basis for future staff contracts, amended as appropriate to the post.
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|  | **To consider a report from ChALC on Pension Discretions** |
|  | Members resolved to adopt the Pensions Discretion Policy contained in the report to Committee, to notify The Cheshire Pension Fund, and to inform all employees. |
|  | **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 8 and 9 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 8 and 9 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted. |
|  | **To consider a report on progress with the recruitment of a Town Clerk** |
|  | Members noted the report and **resolved** to commission personality profiling of shortlisted candidates. |
|  | **To consider salaries for 2020/21** |
|  | Members **resolved** to approve theproposed salaries for 2020/21.  |
|  | **To note the date of the next meeting** Members agreed:1. To meet on Wednesday 25th March 2020 as an interview panel for the selection of a Town Clerk.
2. The date of the next regular meeting as 7 July 2020
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**Meeting closed: 8:10 p.m.**