



ALSAGER TOWN COUNCIL

DATE AGENDA POSTED: WEDNESDAY 20 MAY 2026

NAME OF MEETING: PERSONNEL COMMITTEE

VENUE: ALSAGER CIVIC

DATE OF MEETING: TUESDAY 26 MAY 2026

TIME OF MEETING: 6:00 P.M.

MEMBERS: J Buckley; J Hearne; P Hubbard; S Ovenden; M Unett; C Venables; S Helliwell

You are hereby summoned to attend a meeting of the Personnel Committee for the purpose of transacting the following business.

A handwritten signature in black ink, appearing to read 'J. Mason', is written over a light blue rectangular stamp.

AGENDA APPROVED BY J MASON
TOWN CLERK & RFO

AGENDA – PART 1 OPEN AGENDA

1. Apologies

To receive apologies for absence.

2. Declaration of Interest

Members are requested to declare both personal and prejudicial interests as early as possible in the meeting.

3. Minutes of Previous Meetings

To confirm the Minutes of the Meetings of the Personnel Committee held on 31 March 2026. See attached.

4. Matters Arising

To note any matters arising from the confirmed Personnel Committee meeting Minutes dated 31 March 2026.

5. Public Participation Period

An opportunity for residents of Alsager to ask questions about issues in accordance with Standing Order 2 of the Town Council's Standing Orders, this period is limited to 20 minutes.

AGENDA – PART 2 EXEMPT AGENDA

MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC EXCLUDED

6. Exclusion of the press and public

To resolve under the 1960 Public Bodies (Admission to meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.

7. Resignation of Facilities Manager

To consider a report following the resignation of the Facilities Manager. Copy to Follow.

8. Facilities Manager – Job Description

Further to Min. Ref. TC25/130 dated 6 January 2026, to approve the Facilities Manager Job Description. See attached.

ALSAGER TOWN COUNCIL

PERSONNEL COMMITTEE

MINUTES OF MEETING HELD IN ALSAGER CIVIC

ON TUESDAY 31 MARCH 2026

Present:

Councillor J Goodrich (Chair)

Councillor P Hubbard (Vice Chair)

Councillor J Buckley

Councillor J Hearne

Councillor S Ovenden

Councillor C Venables

J Mason (Town Clerk)

No Members of the Press

No Members of the Public

P25/49 Non Attendance

Councillor M Unett did not attend and did not give his apologies.

P25/50 Declarations of Interest

No declarations were made.

P25/51 Minutes of the Previous Meeting

The Minutes of the meeting dated Thursday 5 March 2026 were referred to and it was: -

Resolved: That, the Minutes of the Meeting of the Personnel Committee dated Thursday 5 March 2026 were confirmed as a correct record and signed by the Chair.

P25/52 Matters Arising

There were no matters arising.

P25/53 Public Participation

There were no members of the public present.

P25/54 Pensions Budget FY26-27

The Town Clerk made the Committee aware that due to an ill health retirement the Committee had made a provision for an increase in the budget assuming that the Ill Health Liability Insurance remains at 1.18%, then the net Employers pension rate will be 19.32%.

The budget assumption was that it would be 22.32%.

We had assumed a 2% increase but the rate has actually reduced by 1%. This is an approximate saving of £11,000 result of the lower Employers pension rate than the budget assumption.

Resolved: That, the information be received and noted.

P25/55 Exclusion of Public and Press

At the invitation of the Chair it was: -

Resolved: That, in accordance with the Public Bodies Admissions to Meetings Act 1960 as amended the public and press be excluded from the meeting for the following items of business on the grounds that they could involve the likely disclosure of private and confidential information, including staffing and salary issues.

P25/56 Annual Staff Appraisals

Resolved: a) That, the following increments were approved for FY26/27 following the staff appraisal process, to commence from 1 April 2026;

- i) ATC 1 – SCP 44
- ii) ATC 2 – SCP 34 (the role in the staffing structure remains at SCP 29-32)
- iii) ATC 6 – SCP 11
- iv) ATC 23 – SCP 9
- v) ATC 14 -SCP 26
- vi) ATC 24 – SCP 17
- vii) ATC 22- SCP 11
- viii) ATC 25 – SCP 10
- ix) ATC 21 – SCP 13
- x) ATC 12 – SCP 8
- xi) ATC 13 – SCP 9

b) That, ATC 27 increment is placed on hold for 3 months.

c) That, it was noted the Town Clerk has 60 hours of TOIL.

P25/57 Civic Staff Year End Position

It was noted that ATC 22 had resigned and the advert for the vacancy was live. Councillor C Venables had concerns due to the downturn in revenue in the Civic.

- Resolved: a) That, the recruitment of the staff vacancy was referred to the Civic and Assets Committee for scrutiny.
- b) That, the overs and unders of the annualised contracts at year end in the Civic were approved as follows (these were actuals at the time of producing the minutes)
- i) ATC 14 – predicted over 0.75 hours, actual over 2.5 hours
 - ii) ATC 24 – predicted over 16.85 hours, actual over 18 hours
 - iii) ATC 22 – predicted over 15 hours, actual over 15 hours
 - iv) ATC 21 – predicted under 44 hours, actual under 32 hours
 - v) ATC 25 – predicted under 8 hours, actual under 9.5 hours
 - vi) ATC 12 – predicted under 4 hours, actual under 3.25 hours
 - vii) ATC 13 – predicted under 1.25 hours, actual under 1.25 hours.
- c) That, any hours worked over the annualised hours contract by 31 March 2026 will be paid in April 2026 and any hours worked under the annualised hours contract by 31 March 2026 will be carried over into FY2026-2027 to be worked when the business requires it.

P25/58 Work Experience Placement

- Resolved: That, it was noted there was a work experience person being placed with Alsager Town Council for 3 days in June 2026 and that the appropriate risk assessment will be undertaken.

P25/59 Staff Structure Review

- Resolved: a) That, ATC 2 revised job description had been reviewed and will be brought back to a future meeting for approval.
- b) That, ATC 14 revised job description had been reviewed and will be brought back to a future meeting for approval.
- c) That, ATC 4 revised job description had been reviewed and will be brought back to a future meeting for approval.
- d) That, the draft Finance Team Lead and draft Finance Officer Job Descriptions had been reviewed by the Town Clerk and Finance Officers and would be finalised by the end of April.
- e) That, it was expected the agreement be reached with both Finance Officers by the end of April 26 and the contracts would be signed by then.
- f) That, ATC26 would continue to be paid at SCP34 and continue in the temporary role until the end of April 26.

The meeting commenced at 2:00 p.m. and concluded at 2:45 p.m.

Signed by Councillor Hubbard
Vice Chair