ALSAGER TOWN COUNCIL

PERSONNEL COMMITTEE

MINUTES OF MEETING HELD IN ALSAGER CIVIC

ON WEDNESDAY 8 JULY 2026

Present:
Councillor J Hearne (Chair)
Councillor J Buckley
Councillor S Helliwell
Councillor P Hubbard
Councillor S Ovenden

J Mason (Town Clerk)

0 Members of the Press
0 Members of the Public

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P26/17 Apologies for Absence

Apologies for absence were received from Councillor C Venables.

P26/18 Non Attendance

The following Members did not attend and did not give their apologies Councillor M Unett (Vice Chair).

P26/19 Declarations of Interest

Councillor J Hearne declared her interest as a Trustee of Jane Maddock Homes.

Councillor J Buckley declared her interest as a member of Alsager Music Festival.

Councillor S Helliwell declared her interest as the Chair of Animals in Need.

P26/20 Minutes of the Previous Meeting

The Minutes of the meeting dated 18 June 2026 were referred to and it was: -

Resolved: That, the Minutes of the Meeting of the Personnel Committee dated 18 June 2026 were confirmed as a correct record and signed by the Chair.

P26/21 Matters Arising

Further to Min. Ref. P26/07 dated 26 May 2026, it was noted that the Facilities Manager had rescinded her resignation and it had been accepted.

Resolved: That, a form would be devised that when an employee resigned and then wished to be reinstated and explanation would be given to gain learning as an employer.

P26/22 Public Participation

There were no members of the public present.

P26/23 Dignity at Work Policy

Resolved: That, the Committee recommended to Full Council the Dignity at Work Policy.

P26/24 Job Descriptions

The Mayor suggested the following amendments to the Town Clerks Job description :

To be responsible for management and supervision of all staff, as approved within Terms of Reference of the Town Council.

To be responsible for the oversight of digital communication , website, social media and newsletter.

To translate the objectives of the Town Council into practical and best value business solutions taking action where possible and referring back to committee when required.

To provide direction and advice on governance, policies and standards to members , when needed.

Resolved:

a) That subject to the above amendments that the Town Clerk's Job Description be recommended to Full Council.

b) That the Job Descriptions for the Deputy Town Clerk and Civic Operations Manager were approved.

P26/25 Alsager Civic Casual Staff Rates of Pay

The report was to ensure that Min. Ref. P22/14 dated 22 June 2022 was still fit for purpose when SCP rates increase and the lower SCP points are deleted.

Resolved:

a) To pay casual staff over the age of 18 at the lowest SCP point.

b) To pay 16 to 17 year olds national minimum wage plus the same percentage increase between national living wage and the lowest SCP point.

c) To increase the casual staff rates year on year as and when SCP's increase, or National Living Wage and National Minimum Wage increases in line with resolutions a) and b).

P26/26 Alsager Civic Administrator

It was noted that the recruitment for the Alsager Civic Administrator was unsuccessful and that Alsager Civic social media has been outsourced for a 6 month period.

P26/27 Temporary Town Ranger

Resolved: That, it was noted that a Temporary Town Ranger had been recruited.

P26/28 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.

P26/29 ATC27

Resolved: That, ATC27 had resigned.

The meeting commenced at 3:15 p.m. and concluded at 3:50 p.m.

Signed by J Hearne
Chair

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