

Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY
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PERSONNEL COMMITTEE MEETING

Notice of Meeting and Summons to Attend

To: Cllr Claire Williams, Cllr Emma Hudson, Cllr Geoff Fellows, Cllr Eunice Peters, Cllr Chuck Eriobuna.

Dear Councillor,

Dated this twenty-fourth day of July 2024, you are hereby summoned to attend a Meeting of Penketh Parish Council Personnel Committee to be held at 19:30 on the twenty-ninth day of July 2024, to transact business listed in the agenda.

The Meeting will be held in Penketh Pool and Community Centre, Committee Room, Penketh, WA5 2EY.

Members of the press & public are welcome; the meeting may be recorded in accordance with the openness of Local Government Bodies Regulations Act 2014.

Note to Councillors:

If you are unable to attend the meeting, please notify the clerk of your apologies.

Note to Public:

Residents of the parish wishing to address the Council are advised to notify the clerk before 10am on the day of the meeting. Permission to speak at the meeting will be at the discretion of the Chairman. If the representation made is considered outside the remit of Penketh Parish Council, residents will be referred to the principal authority or other appropriate body.

Your sincerely,

Mr L Trevaskis, CiLCA, PSLCC.
Locum Clerk

Agenda

- 1. Chairperson** - to duly elect a Chairperson for the Committee.
- 2. Vice Chairperson** - to duly elect a Vice Chairperson for the Committee.
- 3. Apologies** - to receive apologies for absence and consider any reasons for acceptance.
(Local Government Act 1972, Section 85)
- 4. Declarations** - to record any declared interests relating to the business of the meeting and receive any dispensation requests from the Proper Officer. Members are reminded of their responsibility to declare any personal or prejudicial interests that they may have in any item of business on the agenda no later than when the item is opened. Members are also reminded of their responsibility to make a request for a dispensation to speak on any matter for which they have declared an interest.
(Localism Act 2011, Section 31)

5. Representations from the Public

(Public Bodies (Admission to Meetings) Act 1960 - Section 1)

The Council is recommended to pass the following recommendation in relation to the following items:

“That, in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings.”

6. **Staffing** - to consider the staffing reports and agree actions, including a plan for recruitment of the below positions.

LIFEGUARDS (DEFERRED FROM FULL COUNCIL MEETING)

- To approve the specification and terms, and delegate the recruitment of additional Lifeguards to the PO, with additional member(s) of the Committee.
- i) That the Lifeguard Recruitment Pack be adopted and advertised.
- ii) That recruitment remains ongoing to ensure 15 lifeguards are employed at any one time.
- iii) That the rate of remuneration for all lifeguards be set at SCP TBC (£TBC per hour).
- iv) That all lifeguards be offered the opportunity to become the ‘lead’ lifeguard for each shift, affording an hourly rate equivalent to SCP TBC (£TBC) - with any increment to be processed as an additional pay claim (as opposed to a contractual amend).
- v) Any qualifications are undertaken with a payback clause.
- vi) The roles be advertised locally, and online, with an advertising budget of £50.00.

SWIM TEACHERS (DEFERRED FROM FULL COUNCIL MEETING)

- To approve the specification and terms, and delegate the recruitment of additional Swim Teachers to the PO, with additional member(s) of the Committee.

CORE STAFF VACANCIES (DEFERRED FROM FULL COUNCIL MEETING)

- To note the current operational difficulties, and agree actions.

7. **Council Representative** - to appoint a representative from the Committee to liaise with Peninsula and senior officers when HR advice is required.
8. **Rolled Up Annual Leave** - to consider the report and agree actions.
9. **Grievance** - to note a grievance has been received from a member of staff and appoint a grievance panel of three members of this Committee to resolve the grievance.