

# Penketh Parish Council

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## PERSONNEL COMMITTEE MEETING MINUTES

Meeting held on Monday 29<sup>th</sup> JULY 2024

At Penketh Pool and Community Centre Committee Room, Penketh WA5 2EY

Members of the press & public were welcome; the meeting was recorded.

Meeting opened at 19:45.

### PART ONE

Attendees: Cllr Michael Potts, Cllr Eunice Peters, Cllr Geoff Fellows, Cllr Chuck Eriobuna,

Note taker as Clerk not in attendance: M Potts.

### Minutes

1. Chairperson - to duly elect a Chairperson for the Committee.  
Cllr Eunice Peters volunteered to chair this **meeting only**, due to necessary review of TOR's and committee structures.  
*Proposer Cllr Michael Potts Seconded Cllr Chuck Eriobuna*  
***Vote – All IN FAVOUR.***
2. Vice Chairperson - to duly elect a Vice Chairperson for the Committee.  
*deferred as not necessary for this meeting as Cllrs wanted to review the TOR's and committee structures again.*
3. Apologies - to receive apologies for absence and consider any reasons for acceptance.  
(Local Government Act 1972, Section 85)  
*Cllr Claire Williams, Cllr Emma Hudson.*
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)  
  
*Cllr Fellows noted as Chair of Penketh Swimming Club/as a customer of the swimming pool – However there was nothing listed that would cause a reason to declare an interest.*  
*Cllr M Potts declared an interest as the partner of Cllr Fellows.*
5. Representations from the Public  
*No representations from members of the public.*

***Chairperson Advised we would now be moving to Part 2 of the meeting***

### **PART TWO**

*Pursuant to section 1(2) of the Public Bodies (Administration of Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of;*

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.

Motion was discussed and revised

#### **Revised Motion:**

#### LIFEGUARDS (DEFERRED FROM FULL COUNCIL MEETING)

- To delegate the recruitment of additional Lifeguards to the PO, or member(s) of the Committee.

- I. That recruitment remains ongoing to ensure up to 15 lifeguards are employed at any one time.
- II. That the rate of remuneration for all lifeguards remains at Statutory Living Wage for over 21-year-olds, with the minimum rate paid being the 18–20-year-old rate of the National Minimum Wage.
- III. Any Lifeguard and Swimming qualifications are undertaken with a payback clause via the use of the councils existing Training agreements.
- IV. The roles be advertised locally, and online, with the advertising budget.

#### SWIM TEACHERS (DEFERRED FROM FULL COUNCIL MEETING)

- To delegate the recruitment of additional Lifeguards to the PO, or member(s) of the Committee.

Vote on the Amendment - Proposer Cllr Eunice Peters Seconded Cllr Chuck Eriobuna

**Vote – ALL IN FAVOUR.**

Vote on revised Motion - Proposer Cllr Eunice Peters Seconded Cllr Chuck Eriobuna

**Vote – ALL IN FAVOUR.**

7. Council Representative - to appoint a representative from the Committee to liaise with Peninsula and senior officers when HR advice is required.

*Cllr resolved to Appoint Cllr Michael Potts along with one other member of the committee as he already has access to the relevant systems and can arrange support for another member.*

*Proposer Cllr Eunice Peters Seconded Cllr Chuck Eriobuna  
Vote – All IN FAVOUR.*

8. Rolled Up Annual Leave - to consider the report and agree actions.

*Committee members discussed but felt it should be deferred for further investigation.*

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.

*Nominations received from Cllr Michael Potts, Cllr Claire Williams (Via email).  
Members resolved to appoint these members, with further discussions as soon as possible.*

*Proposer by: Cllr Eunice Peters Seconded by: Cllr Chuck Eriobuna  
Vote – All IN FAVOUR.*

**MEETING CLOSE**

Notes taken by Cllr M Potts

