**HALEWOOD TOWN COUNCIL**

At a Special Meeting of the Town Council held on Thursday, 5th October 2023 (7.00 pm), at the Arncliffe Sports and Community Centre, the following Members were:-

PRESENT

COUNCILLORS

Cllr. I. Hamilton (Mayor/Chairperson)

Cllr. C. Rose Cllr. P. Bradley

Cllr. B. Arnold Cllr. L. Berry

Cllr. V. Berry Cllr. E. Finneran

**Also in attendance:-**

G. Allen – Town Manager

S. Edwardson – Democratic Services and Administration Officer.

***EXEMPT ITEM***

*That under Section 110(A) of the Local Government Act 1972, the public be excluded for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of part 1 of Schedule 12A to the Act.*

**58. APOLOGIES.**

Apologies for non-attendance were received and accepted from Cllrs. B. Dunn, J. Harvey, A. Harvey, and Cllr. C. Lunt.

**59. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Cllr. I. Hamilton - Agenda Item 3 – Staffing Matters.

**60. STAFFING MATTERS.**

The Town Manager presented a report regarding the appointment of a Temporary Support Officer (18-hours per week) to backfill for an employee on maternity absence.

**Note:- Cllr. I. Hamilton, having declared an interest in this item left the meeting and took no part therein.**

Deputy Chairperson, Cllr. C. Rose

in the Chair

Cllr. B. Arnold discussed how the panel went through the interview process and who faired the best on the day. He mentioned that all candidates were excellent, and the interview panel, in the end, had to refer to a point-by-point assessment.

It was **moved** by Cllr. B. Arnold, **seconded** by Cllr. V. Berry and all agreed,

**RESOLVED** that,

1. the report be noted.

b) Members approved the appointment of AH to the post of ‘Temporary Support Officer’ for a period of 12 months.

**61. POLICY FOR APPROVAL – PERFORMANCE MANAGEMENT.**

Members received a report from the Council leadership for consideration and recommendations.

There was a discussion between the Councillors on Knowsley MBC’s Performance Management Policy.

It was **moved** by Cllr. C. Rose, **seconded** by Cllr. A. Flute and all agreed,

**RESOLVED** that,

a) the report be noted.

b) item 4.6 on the Performance Management Policy, be lifted and set into Halewood Town Council’s Policy and accordingly the Policy will be named ‘Performance Improvement Policy’.

**After the above item, the Town Manager, G. Allen, left the meeting at 19:13**

**62.** **POLICIES FOR APPROVAL.**

At a meeting of 17th August 2023, the Council determined that policies that had been approved at a meeting of the Council’s ‘Policy & Finance Committee’ in July 2022 had no legal standing. At the meeting of 21st September, it was further approved that a Special Meeting be tabled to resolve approvals of the outstanding policies.

It was **moved** by Cllr. , **seconded** by Cllr. and all agreed,

**RESOLVED** that,

a) the report be noted.

b) Grievance Policy.

After a few amendments the Grievance Policy was:-

**moved** by Cllr. C. Rose, **seconded** by Cllr. B. Arnold and all agreed.

c) Disciplinary Policy.

After some amendments the Disciplinary Policy was:-

**moved** by Cllr. C. Rose, **seconded** by Cllr. P. Bradley and all agreed.

d) Whistleblowing Policy.

After some amendments the Whistleblowing Policy was:-

**moved** by Cllr. A. Flute, **seconded** by Cllr. P. Bradley and all agreed.

e) Employee Code of Conduct.

After a minor amendment the Employee Code of Conduct was:-

**moved** by Cllr. C. Rose, **seconded** by Cllr. B. Arnold and all agreed.

f) Staff/Volunteers Declarations of Interest Policy.

After a lengthy discussion between Members, it was approved that this Policy be deferred to another meeting of the Council until a HR provider is in place.

It was **moved** by Cllr. C. Rose, **seconded** by Cllr. B. Arnold and all agreed,

that the Staff/Volunteers Declarations of Interest Policy be deferred.

g) Member/Town Council Staff Relations.

After an extensive discussion between Members, it was approved that this Policy be abandoned, and the NALC ‘Model Councillor-Officer Protocol’ be used with no amendments.

It was **moved** by Cllr. C. Rose, **seconded** by Cllr. A. Flute and all agreed.

h) I.T. Security Policy.

After a lengthy discussion between Members, it was approved that this Policy be deferred to another meeting of the Council until a HR provider is in place.

It was **moved** by Cllr. C. Rose, **seconded** by Cllr. A. Flute and all agreed.

Meeting closed at 19:52 pm.

Signed ....................................... Date ...............................................