



Congleton Town Council

Historic market town

Chief Officer: David McGifford



22nd November 2017

Dear Councillor,

Personnel Committee Meeting – Wednesday 29th November 2017

You are requested to attend a meeting of the Personnel Committee, to be held at Congleton Town Hall on **Wednesday 29th November 2017 commencing at 6.00 pm.**

Yours sincerely,

David McGifford
Chief Officer

AGENDA

1. **Apologies for absence.**
(Members are reminded of the necessity to give apologies in advance of the meeting and to give reasons for absence).
2. **Minutes** (enclosed)

To confirm the minutes of the meeting held on the 2nd March 2017.
3. **Declarations of interest**

Members are requested to declare both "non pecuniary" and "pecuniary" interests as early in the meeting as they become aware of it.
4. **Outstanding Actions**

None.
5. **Resolution to exclude the Public and Press**

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters Set out below on the grounds that it could involve the likely disclosure of private and Confidential information or staff matters.



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6. **Job evaluation** (enclosed)

To receive the outcome of the Town Hall Supervisor a job evaluation from the Chief Officer

7 **Streetscape Apprentices** (enclosed)

To receive a recommendation from the Chief Officer to upgrade current apprentices to permanent roles within the Streetscape Team

8. **Unpaid leave** (verbal)

To receive a report advising of a member of staff currently taking unpaid leave

To: Members of the Personnel Committee

Cllrs:

D T Brown (Chairman), P Bates (Vice Chairman)
Mrs S Akers Smith, J G Baggott, L D Barker, C H Booth, Mrs A M Martin, Mrs J Parry,
H Richards and G S Williams

Ex-Officio: Cllr G R Edwards

Ccs: Other members of the Council and Honorary Burgesses (5) for Information; Press (2)
Congleton Library, Congleton Tourist Information Centre.