



Congleton Town Council

Historic market town

Chief Officer: David McGifford



21st September 2016

Dear Councillor,

Emergency Personnel Committee meeting – Thursday 29th September 2016

You are requested to attend a meeting of the Personnel Committee, to be held at Congleton Town Hall on **Thursday 29th September 2016** commencing at **6.30pm**.

Yours sincerely,

David McGifford
Chief Officer

AGENDA

1. **Appointment of chair**

Committee members will need to appoint a chair for the meeting due to apologies having been given by the chair and vice chair.

2. **Apologies for absence.**

(Members are reminded of the necessity to give apologies in advance of the meeting and to give reasons for absence).

3. **Minutes (attached)**

To confirm the minutes of the meeting held on the 16th June 2016.

4. **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.

5. **Outstanding Actions**

None.



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6. 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

7. Fellowship House Luncheon Club

Report to be presented by the Chief Officer at the meeting regarding the current position at Fellowship House and any potential staffing implications.

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.

Congleton Town Council

Minutes of the Personnel Committee meeting held on Thursday 16th June 2016

PRESENT: Councillors

J Baggott
L Barker
P Bates
C Booth (Deputy Mayor)
D T Brown (Mayor and Chair)
G Edwards
Mrs A Martin
Mrs J Parry
G S Williams

1.APOLOGIES

Apologies for absence. (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non-attendance).

Apologies were received from Councillors Mrs S Akers Smith

Apologies were also received from Mrs S A Holland, Mrs E Wardlaw who are not members of this particular Committee.

2. MINUTES OF PREVIOUS MEETING

PERS/01/1617 RESOLVED that the minutes of the meeting held on the 3rd March 2016 be approved and signed by the Chairman.

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.

Cllrs DT Brown, J G Baggott, P Bates and G S Williams declared a non-pecuniary interest in any matters related to Cheshire East Council.

4. OUTSTANDING ACTIONS

As item 5 on agenda.

5. RESOLUTION TO THE REQUEST FOR THE EXTENSION TO SICK PAY

The Chief Officer advised that following further guidance from HR Advisors Wirehouse Ltd that the employee in question was still entitled to sick pay based on the current contractual agreement. There was no requirement for the committee to consider and extension to sick pay.

PERS/02/1617 RESOLVED to receive the update from the Chief Officer.

6. 2016 -2018 STAFF SALARY RECOMMENDATIONS

The Chief Officer advised that National Joint Council for Local Council Service (NJC) had reached agreement for new pay scales for 2016/17 and 2017/18 which is an increase of 1% per annum. This figure had been included and in the Town Council Budget for 2016/17.

PERS/03/1617 RESOLVED to approve the new pay scales recommended by the NJC .

7. NEW STREETSCAPE OPERATIVE

The Chief Officer advised that following the advertisement for a new Streetscape Operative Mr N Stubbs would be joining the team on the 1st July 2016.

D T Brown
(Chairman)