



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



5th November 2015

Dear Councillor,

Personnel Committee – Thursday 12th November 2015

You are requested to attend a meeting of the Personnel Committee, to be held at Congleton Town Hall on **Thursday 12th November 2015 commencing at 6.30 pm.**

****Please note that there will be a meeting of the Community, Environment and Services Committee commencing after this meeting at 7.00pm**

Yours sincerely,

TOWN CLERK

AGENDA

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).

2. Minutes (enclosed)

To confirm the minutes of the meeting held on the 27th October 2015.

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.



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where friends are made

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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.

6. Ill Health Early Retirement

To receive an update on a request from an employee to take an ill health retirement pension.

To: Members of the Personnel Committee

Clirs:

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

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 Tuesday, 27th October 2015

PRESENT: Councillors

J G Baggott
P Bates (Vice)
P Broom
G R Edwards
Mrs S A Holland
Mrs A M Martin
Mrs J D Parry
H Richards
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 Cllr D T Brown.

2. MINUTES

PERS/11/1516 RESOLVED –That the Minutes of the meeting held on 9th July 2015 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 P Bates and G S Williams declared a non-pecuniary interest in any matters related to Cheshire East Council.

4. OUTSTANDING ACTIONS

None

5. RESIGNATION OF CARETAKER

The Committee received a resignation letter from one of the Caretaking Staff who intends to retire at the end of this year.

PERS/12/1516 RESOLVED that:-

1. The letter of resignation be received.
2. Recruitment of a replacement caretaker be approved.

6. RESOLUTION TO EXCLUDE THE PUBLIC & PRESS

PERS/13/1516 RESOLVED –That in accordance with the Public Bodies (Admission to Meetings) Act 1960, 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. RECRUITMENT OF CHIEF OFFICER

A comprehensive report on the process involved in recruiting a Chief Officer for the Town Council was considered.

PERS/14/1516 RESOLVED that:-

1. The report is received.
2. David McGifford is recommended for the role of Chief Officer to the next meeting of the Town Council.

8. ILL HEALTH EARLY RETIREMENT

A request by an employee for an ill health early retirement pension was considered along with an accompanying report and recommendation from his doctor.

PERS/15/1516 RESOLVED that:-

1. Full payment of sickness pay be extended until the end of November 2015.
2. The employee concerned to be assessed by the Town Council's Occupational Health Specialist.
3. The matter to be considered again by the Personnel Committee before the end of November 2015.

Cllr P Bates
Vice Chairman