



Congleton Town Council

Historic market town

Town Clerk: BRIAN HOGAN



24th January, 2014

Dear Councillor,

Personnel Committee – Thursday 30th January 2014

You are requested to attend a meeting of the Personnel Committee, to be held at Congleton Town Hall on Thursday 30th January, 2014 at 7.00 pm.

Yours sincerely,

TOWN CLERK

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 meetings held on the 8th August 2013.

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. Communities Officer

To consider extending the contract of the Communities Officer for a further 2 years to 31st March 2016.

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beartown
where friends are made

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6. Office Junior

To consider recruiting an office junior as set out in the business plan for Streetscape Services.

7. 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.

8. Streetscape (enclosed)

To consider a personnel report on Streetscape functions and its wider effect on terms and conditions of employment.

9. Job Evaluation – Devolved Services (enclosed)

To receive and consider recommendations from the job evaluation exercise and its effect on staff as a consequence of devolved services.

To Members of the Personnel Committee
 Mayor, Deputy Mayor & Leader of Council
ccs. Other members of the Council for information
 Honorary Burgesses (5) (for information)
 Press (3)

Congleton Town Council

Minutes of the Personnel Committee meeting held on
Thursday, 8th August 2013

PRESENT: Councillors D T Brown (Chairman)

P Bates
G Baxendale
G R Edwards
G P Hayes
D Murphy
Mrs E Wardlaw
G S Williams

1. APOLOGIES

Apologies for absence were received from Councillors R I Brightwell, J S Crowther, Mrs S A Holland, Mrs A M Martin, D A Parker and Miss R K Williams.

Apologies were also received from Cllrs L D Barker, N T Price and Mrs J D Parry who are not members of this particular committee.

2 MINUTES OF THE PREVIOUS MEETING

PERS/01/1314 RESOLVED –That the Minutes of the meeting held on 21st June 2012 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.

There were no declarations of interest.

4 OUTSTANDING ACTIONS

None.

5 2013 – 14 STAFF SALARY RECOMMENDATIONS

It was noted that the National Joint Council of Local Government Services has confirmed that the Local Government Employees and Trade Unions have agreed a 1% increase to pay scales for 2013-14, effective from the 1st April 2013.

PERS/02/1314 RESOLVED –That the 1% increase in pay scales for all staff be approved, effective from the 1st April 2013.

6 PENSIONS DISCRETION POLICY

Correspondence from the Cheshire Pension Fund outlining the requirements to include a clause in the Pensions Discretion policy to cover the payments of early retirement pensions was considered.

PERS/03/1314 RESOLVED –That a new clause 4 be added to the Pensions Discretion policy to cover the choice of early payment of pensions.

7 AUTOMATIC ENROLMENT

Correspondence from the Cheshire Pension Fund relating to Automatic Enrolment of employees into a pension scheme was discussed. It was noted that for the Town Council this would be effective from 2017.

PERS/04/1314 RESOLVED –That the correspondence be received and noted.

8 EQUALITY ACT 2000

A Legal Topic Note produced by NALC on the Equality Act 2010 was considered alongside the Town Councils' existing Equality Policy.

PERS/05/1314 RESOLVED that:

1. The correspondence be received from NALC.
2. The Equality Policy was reviewed, and approved as meeting the requirements of the Equality Act 2010 without further amendment.

David Brown
Chairman