



# Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



23<sup>rd</sup> March, 2012

Dear Councillor,

**Personnel Committee – Thursday 29<sup>th</sup> March 2012**

You are requested to attend a meeting of the Personnel Committee, to be held at Congleton Town Hall on **Thursday 29<sup>th</sup> March, 2012 at 6.30 pm**

**Please note that there will be a Finance and Policy Committee meeting on the same evening commencing at 7.15pm**

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

To confirm the minutes of the meetings held on the 9<sup>h</sup> November 2011  
(Copy attached)

3. Declarations of Interest

Members are requested to declare both "personal" and "personal and prejudicial" 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.



Congleton  
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6. Staff Salary

To consider correspondence from NALC on the staff salary review for 2012-13. (enclosed)

7. Facilities Manager

To receive and consider a report from the Town clerk on the pay structure of the Facilities Manager. (enclosed)

8. Contracts of Employment

To receive and consider revisions to the employee Contracts of Employment proposed by Wirehouse HR consultants. (enclosed)

9. Employee Handbook

To receive and consider revisions to the Employee Handbook proposed by Wirehouse. (enclosed)

10. Communities Officer Contract

To consider extending the fixed term contract of the Communities Officer for a further period.

11. Retirement Gratuities

To receive and consider correspondence from Communities and Local Government concerning retirement gratuities. (enclosed)

To     Members of the Personnel Committee  
          Mayor, Deputy Mayor & Leader of Council  
ccs.    Other members of the Council for information  
          Honorary Burgesses (4) (for information)  
          Press (3)

# Congleton Town Council

Minutes of the Personnel Committee meeting held on  
Thursday, 9<sup>th</sup> November, 2011

PRESENT: Councillors R I Brightwell  
D T Brown (Chairman)  
J S Crowther  
D Fletcher  
G P Hayes  
Mrs S A Holland  
G S Williams

## **1. APOLOGIES**

Apologies for absence were received from Councillor Mrs D S Allen, G R Edwards, D A Parker and N T Price.

## **2 MINUTES OF THE PREVIOUS MEETING**

**PERS/07/1112 RESOLVED** –That the Minutes of the meeting held on 28<sup>th</sup> July, 2011 be approved and signed by the Chairman.

## **3 DECLARATIONS OF INTEREST**

Members are requested to declare both “personal” and “personal and prejudicial” interests as early in the meeting as they become aware of it.

There were no declarations of interest.

## **4 OUTSTANDING ACTIONS**

None.

## **5 RESOLUTION TO EXCLUDE THE PUBLIC & PRESS**

**PERS/08/1112 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.

**MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS EXCLUDED**

## **6 STAFF BONUS PROPOSAL**

The members discussed the staff bonus proposal which is being paid in recognition of all the preparatory work being undertaken by staff on Devolved Services.

### **PERS/09/1112 RESOLVED That:-**

1. A payment of a week's salary be made to all staff.
2. The payment to be made in November 2011.  
It was noted that one member of the committee voted against this resolution.

## **7 MANAGEMENT CONSULTANT**

The Committee considered the current state of the arrangements for the use of the Management Consultant.

### **PERS/10/1112 RESOLVED That:-**

1. The Management Consultant would be no longer required after the end of November, 2011.
2. Any adhoc use of the Consultant would be referred in the first instance to the Personnel Committee for justification and ratification.

## **8 PENSION SCHEME**

Correspondence was considered from the Cheshire Pension Scheme relating to proposals to increase employee contribution rates and reduce accrual rates. A paper was also presented by the Town Clerk on the government's proposed automatic enrolment of all employees into a pension scheme.

### **PERS/11/1112 RESOLVED That:-**

1. Cheshire Pension Fund be advised that option 1 is preferred.
2. The Clerk to write to all staff who are not in the pension scheme advising them of the proposed changes being instigated by the government.

## **9. HR SUPPORT**

A proposal to provide HR support produced by Wirehouse was considered.

### **PERS/12/1112 RESOLVED That:-**

1. The Clerk obtain a further 2 quotes, ideally one from a local company.
2. The Clerk to be given delegated powers to select the most cost effective option.



#### **10. STAFF REGRADING**

A proposal to regrade some staff positions as a consequence of the Town Council accepting Devolved Services from Cheshire East Borough Council was submitted to the members. It was pointed out that the proposal was at this stage for budget purposes only.

##### **PERS/13/1112 RESOLVED That:-**

1. The proposal on regarding be excepted for the purpose of constructing a budget for 2012-13.
2. If Devolved Services are adopted by the Town Council regrading will then be considered in detail by the Personnel Committee.

D A Parker  
Chairman