



# Congleton Town Council

Historic market town

Town Clerk: BRIAN HOGAN



14<sup>th</sup> June, 2012

Dear Councillor,

**Personnel Committee – Thursday 21st June 2012**

You are requested to attend a meeting of the Personnel Committee, to be held at Congleton Town Hall on **Thursday 21<sup>st</sup> June, 2012 at 6.30 pm**

Please note that there will be a Town Council meeting on the same evening commencing at 7.00pm

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 29<sup>h</sup> March 2012  
(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

Congleton  
**beartown**  
*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. Job Evaluation

To receive and consider the report and recommendations on the job evaluation exercise.  
(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, 29<sup>th</sup> March, 2012

PRESENT: Councillors D T Brown (Chairman)  
Mrs D S Allen  
R I Brightwell  
J S Crowther  
G R Edwards  
D Fletcher  
G P Hayes  
Mrs S A Holland  
D A Parker  
Mrs J D Parry  
N T Price  
G S Williams

## **1. APOLOGIES**

Apologies for absence were received from Councillor L D Barker and Miss R K Williams who are non members of this particular committee.

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

**PERS/14/1112 RESOLVED** –That the Minutes of the meeting held on 9<sup>th</sup> November, 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/15/1112 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 SALARY**

It was noted that there was a recommendation from NALC confirming that there was to be no staff salary increases from 2012-13. However, the members considered that it was now an appropriate time to review all staff salary structures.

### **PERS/16/1112 RESOLVED That:-**

1. To receive the correspondence from NALC.
2. To consider introducing performance related merit increases.
3. To undertake a job re-evaluation exercise of all staff grades currently, also to include the effect of taking on any additional responsibility via Devolved Services.
4. The Town Clerk to request Chalc to carry out this exercise and to produce a report for the Personnel Committee.

## **7 FACILITIES MANAGER**

A report produced by the Town Clerk pointing out an anomaly in the way the Facilities Manager is rewarded was considered.

### **PERS/17/1112 RESOLVED That:-**

1. The Facilities Manager's guaranteed overtime should be incorporated into basic salary.
2. The Town Clerk to advise the Personnel Committee of any other situations of overtime working which may require further consideration as to how employees are paid and rewarded.

## **8 CONTRACTS OF EMPLOYMENT**

The committee considered revisions recommended by Wirehouse to Employee Contracts of Employment.

### **PERS/18/1112 RESOLVED That:-**

1. The revisions to Contracts of Employment be approved and adopted.
2. The Town Clerk to brief all employees about the changes before issuing the new contracts.

## **9. EMPLOYEE HANDBOOK**

Amendments to the Employee Handbook recommended by Wirehouse were considered by the members.

**PERS/19/1112 RESOLVED-** That the amendments to the Employee Handbook be approved and adopted.

**10. COMMUNITIES OFFICER CONTRACT**

It was noted that the employment contract for the Communities Officer was due to expire on the 31<sup>st</sup> March, 2012.

**PERS/20/1112 RESOLVED That:-**

1. The contract be extended for a further 2 years.
2. The Communities Officer to be provided with a more suitable Job Title for the role.

**11. RETIREMENT GRATUITIES**

Correspondence from NALC concerning the payment of retirement gratuities was considered.

**PERS/21/1112 RESOLVED –** That the correspondence be received and noted.

David Brown  
Chairman