

28<sup>th</sup> October 2010

Dear Councillor,

**Personnel Committee – Thursday 4<sup>th</sup> November 2010**

You are requested to attend a meeting of the Personnel Committee, to be held at Congleton Town Hall on Thursday 4<sup>th</sup> November 2010 at 6.30 pm

**PLEASE NOTE THAT THERE IS A MEETING OF THE FULL COUNCIL AT 7.15PM ON THE SAME EVENING**

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 19<sup>st</sup> August 2010  
(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.

6. Christmas Close Down Arrangements

To consider a report on the close down arrangements during Christmas and New Year

7. Consultants Contract

To receive and consider a report and advice from SAS Daniels concerning the Consultants Contract

Facilities Manager Pay 2011-12

To receive a report on the Facilities Manager's pay scale

8. Future Jobs Funds Person

To consider providing employment to a future job funds person funded by the Government/Cheshire East (paper to follow)

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)