

Congleton Town Council

Minutes of the Personnel Committee meeting held on Thursday,
4th November, 2010

PRESENT: Councillors R Boston
E Clarke
Mrs S A Holland
D Murphy
D Parker

1. APOLOGIES

Apologies for absence were received from Councillors: D T Brown (Mayor), N Bayley, G Baxendale, Mrs L Daniels and D Martin.

2 MINUTES OF THE PREVIOUS MEETING

PERS/09/1011 RESOLVED –That the Minutes of the meeting held on 19th August 2010 be approved and signed by the Chairman.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 OUTSTANDING ACTIONS

None.

5 RESOLUTION TO EXCLUDE THE PUBLIC & PRESS

PERS/10/1011 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 CHRISTMAS CLOSE DOWN ARRANGEMENTS

The committee discussed the Christmas and New Year close down arrangements for the office and staff.

PERS/11/1011 RESOLVED – That

1. The office closes for Xmas after business on Friday, 24th December 2010.
2. The 29th, 30th and 31st December is taken as holiday for the staff and the office remains closed during Xmas week.
3. All staff return to work on Tuesday, 4th January 2011.

7. CONSULTANTS CONTRACT

The Clerk outlined the advice received from SAS Daniels concerning the Consultants contract.

The members felt that the consultant had made an excellent contribution to the Town Council and it was vitally important that the relationship was kept intact.

PERS/12/1011 RESOLVED – That the Clerk agree a compromise with the consultant in respect of the how the contract is brought to a conclusion.

8. FACILITIES MANAGER PAY 2011-12

The job specification and tasks undertaken by the Facilities Manager was considered by the members including the role that he undertakes within the organisation which was compared to other roles in the Town Council.

PERS/13/1011 RESOLVED – That the salary of the Facilities Manager to be increased by 2 scale points to scale 27, effective 1st April, 2011.

9. FUTURE JOBS FUNDS PERSON

An opportunity to employ a young unemployed person aged 18-24 years for 6 months fully funded by 'Future Jobs' operated through the Job Centre Plus and the Local Strategic Partnership was considered.

PERS/14/1011 RESOLVED- That the application to employ a young person through Job Centre Plus be approved.

D A Parker
Chairman