

Congleton Town Council

Minutes of the Personnel Committee meeting held on
Thursday, 16th June 2015

PRESENT: Councillors

Mrs S Akers Smith
J G Baggott
L D Barker
P Bates (Vice)
D T Brown (Chairman)
G R Edwards
Mrs A M Martin
Mrs J D Parry
H Richards
Mrs E Wardlaw (**Town Mayor**)
G S Williams

1. APOLOGIES

Apologies for absence. (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non-attendance).

There were no apologies for absence

2 MINUTES OF THE PREVIOUS MEETING

PERS/01/1516 RESOLVED –That the Minutes of the meeting held on 29th January 2015 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.

Cllrs P Bates, D T Brown, Mrs E Wardlaw and G Williams declared a non-pecuniary interest in any matters related to Cheshire East Council.

Cllr L D Barker declared a pecuniary interest in item 7 and left the room whilst the item was discussed

4 OUTSTANDING ACTIONS

None.

5 EMPLOYEE HANDBOOK

Amendments to the Employee Handbook relating to absence control were considered. It was noted that the proposed amendments were taken from Cheshire East Council's Employee Handbook so the changes would be familiar to Streetscape Employees.

PERS/02/1516 RESOLVED that the amendments to the Employee Handbook be approved and adopted.

6 OFFICE APPRENTICE

The notion of offering the Office Apprentice a permanent role in the organisation was considered.

PERS/03/1516 RESOLVED that:-

1. The Office Apprentice be offered a permanent role effective 1st September 2015.
2. A job evaluation of similar posts be undertaken to establish a suitable rate for the job.
3. The individual to be encouraged to obtain further employment related qualifications.

7 TOWN CLERK RETIREMENT

The retirement and replacement of the Town Clerk was considered.

PERS/04/1516 RESOLVED that:-

1. The role should be called Chief Officer.
2. Salary scale SCP 56-60.
3. Advertise in Chalc, SLCC and other media to be advised.
4. Recruitment panel is the Town Mayor, Chairman and Deputy Chairman of the Personnel Committee, Leader of the Council and Town Clerk, observer Cllr Mrs S Akers Smith.

8 RESOLUTION TO EXCLUDE THE PUBLIC & PRESS

PERS/05/1516 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.

9 PENSION TRANSFER SCHEME

A request from an employee to transfer a pension from a private scheme into the Cheshire Pension Scheme, 15 months after the time period had elapsed to do this, was considered, as was how other local government organisations handle such requests.

PERS/06/1516 RESOLVED that the request be declined.

10 TOWN CENTRE MARKETING MANAGER

A report outlining the excessive hours that the Town Centre and Marketing Manager works, together with a request to increase the working hours by 4 hours per week to make the role full time, was considered.

PERS/07/1415 RESOLVED that:-

1. The Town Centre and Marketing Manager role be approved as a full time role encompassing a 37 hour week.
2. The post holder to be encouraged to join the pension scheme immediately.

Cllr D T Brown
Chairman