

Congleton Town Council

Minutes of the Personnel Committee meeting held on
Thursday, 30th January 2014

PRESENT: Councillors L D Barker
P Bates
D T Brown (Chairman)
G R Edwards
Mrs S A Holland
Mrs A M Martin
Mrs J D Parry
Mrs E Wardlaw
G S Williams

1. APOLOGIES

Apologies for absence were received from Councillors J S Crowther and D A Parker.

Apologies were also received from Ex-Officio members Cllrs G P Hayes and D Murphy and Cllr NT Price who is not a member of this particular committee.

2 MINUTES OF THE PREVIOUS MEETING

PERS/06/1314 RESOLVED –That the Minutes of the meeting held on 8th August 2013 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 Mrs S A Holland declared a non-pecuniary interest in item 8.

4 OUTSTANDING ACTIONS

None.

5 COMMUNITIES OFFICER

The notion of renewing the contract of the Communities Officer who works to co-ordinate Partnership matters was considered.

PERS/07/1314 RESOLVED that the Contract of Employment for the Communities Officer be renewed for a further 2 years ending on 31st March 2016.

6 OFFICE JUNIOR

The Committee considered employing an office junior which is a requirement of the business Plan for Streetscape. Consideration was given to ensure the Council derived best value for money via the recruitment process either using a Job Centre plus Scheme or Apprenticeship funded scheme.

PERS/08/1314 RESOLVED that: -

1. An office junior be recruited.
2. Job description to be circulated to members for comments.

7 RESOLUTION TO EXCLUDE THE PUBLIC & PRESS

PERS/09/1213 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

8 STREETSCAPE

The Committee noted that the existing staff and the new members of the team from Streetscape had different holiday entitlement and considered how terms and conditions of employment could be harmonised.

PERS/10/1314 RESOLVED that:

1. Holiday entitlement to be harmonised to 30 days annual leave.
2. Qualification for the additional week's holiday for new and recent starters to be based on 1 additional day of leave for each year of service (maximum 5 days).

9 JOB EVALUTAION – DEVOLVED SERVICES

A report produced by Chris Rolley Associates who undertook a job evaluation exercise on posts within the Town Hall, including that of Facilities Manager and Town Clerk, and its effect on the roles as a consequence of the transfer of Streetscape was considered.

PERS/11/1314 RESOLVED that:

1. The post of Facilities Manager to become LC2 above substantive, starting at Grade 35 with a range of 35-38.
2. The post of Town Clerk to become LC5 substantive, starting at Grade 57 (1 Grade for CiLCA) with a range of 57-60.

10 **AOB**

Some concern was expressed at the possible increased liabilities that might be incurred in the pension scheme as a consequence of having transferred in new employees from Cheshire East Streetscape.

It was recommended that the Town Clerk contact the Cheshire Pension Fund to request an actuarial valuation.

David Brown
Chairman