



# Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



21st October 2015

Dear Councillor,

## **Personnel Committee – Tuesday 27th October 2015**

You are requested to attend a rearranged meeting of the Personnel Committee, to be held at Congleton Town Hall on **Tuesday 27th October, 2015 commencing at 7.00 pm.**

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 (enclosed)

To confirm the minutes of the meetings held on the 9<sup>th</sup> July 2015.

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.

4. Outstanding Actions

None.



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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. Recruitment of Chief Officer (enclosed)

To consider a report and recommendation on the recruitment of a Chief Officer.

7. Ill Health Early Retirement

To receive an update on a request from an employee to take an ill health retirement pension.

**To:** Members of the Personnel Committee

**Cllrs:**

D T Brown (Chairman), P Bates (Vice Chairman)  
Mrs S Akers Smith, J G Baggott, L D Barker, P Broom, Mrs A M Martin, Mrs J Parry,  
H Richards and G S Williams

**Ccs:** Other members of the Council and Honorary Burgesses (5) for Information; Press (2)  
Congleton Library, Congleton Tourist Information Centre.

# Congleton Town Council

Minutes of the Personnel Committee meeting held on  
Thursday, 9<sup>th</sup> July 2015

PRESENT: Councillors

D T Brown (Chairman)  
G R Edwards  
Mrs S A Holland  
Mrs A M Martin  
Mrs J D Parry  
H Richards  
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).

Apologies were received from Cllrs Mrs S Akers Smith, J G Baggott, L D Barker, P Bates and Mrs E Wardlaw.

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

**PERS/08/1516 RESOLVED** –That the Minutes of the meeting held on 16<sup>th</sup> June 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 D T Brown and GS Williams declared a non-pecuniary interest in any matters related to Cheshire East Council.

## **4 OUTSTANDING ACTIONS**

None.

## **5 RESOLUTION TO EXCLUDE THE PUBLIC & PRESS**

**PERS/09/1516 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.

## **6 ILL HEALTH EARLY RETIREMENT**

An informal request from an employee to consider an ill health early retirement pension was considered along with the recruitment of a temporary Streetscape employee to cover the absence (Agency).

**PERS/10/1516 RESOLVED that:-**

1. A formal request must be provided by the employee.
2. Once a request is received, the Cheshire Pension Fund will be informed and requests made to the employee's doctor for medical information.
3. The employee will be requested to attend an assessment to be held by the Council's Occupational Health Advisor.
4. When all documentation is received, the matter will be referred back to the Personnel Committee for consideration.
5. To recruit a temporary Streetscape employee (Agency) for a 10 week period.

Cllr D T Brown  
Chairman