



# Congleton Town Council

Historic market town

Chief Officer: David McGifford

22<sup>nd</sup> February 2018

Dear Councillor,

## **Personnel Committee Meeting – Thursday 1<sup>st</sup> March 2018**

You are requested to attend a meeting of the Personnel Committee, to be held at Congleton Town Hall on **Thursday 1<sup>st</sup> March 2018 commencing at 7.30 pm.**

Yours sincerely,

**David McGifford**  
Chief Officer

### **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 meeting held on the 29<sup>th</sup> November 2017.

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.

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.



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**6. Update on Business Planning and Structural Review (to follow)**

To receive an update from the chief Officer on the Business Planning and Structural Review

**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, C H Booth, Mrs A M Martin, G R Edwards  
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 29<sup>th</sup> November 2017

### **PRESENT:** Councillors:

Mrs S A Smith  
J G Baggott  
P Bates (Vice Chairman)  
D T Brown (Mayor and Chairman)  
G R Edwards  
Mrs A M Martin  
G S Williams

### Non Committee members

J Parry

### **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 Committee member Councillor L Barker C H Booth, H Richards

### **2. MINUTES OF PREVIOUS MEETING**

**PERS/13/1617 RESOLVED** that the minutes of the meeting held on the 2<sup>nd</sup> March 2017 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 DT Brown, J G Baggott, P Bates and GS Williams declared a non-pecuniary interest in any matters related to Cheshire East Council.

### **4. OUTSTANDING ACTIONS**

There were no outstanding actions.

### **5. RESOLUTION TO EXCLUDE THE PUBLIC AND THE 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

**PERS/14/1617 Resolved to** exclude members of the public and press from the meeting.

6. **TOWN HALL SUPERVISOR JOB EVALUATION** (enclosed)

To receive the outcome of the Town Hall Supervisor job evaluation from the Chief Officer  
**PERS/15/1617 RESOLVED** to accept the job evaluation and proposed pay scales associated to the position - LC2 30-34

7. **STREETSCAPE APPRENTICES** (enclosed)

To receive a recommendation from the Chief Officer to upgrade current apprentices to permanent roles within the Streetscape Team

**PERS/16/1617 RESOLVED** to receive the recommendation to upgrade the apprentices to permanent Streetscape staff.

**Action.** At the appropriate time Council to present certificates to the graduating apprentices

8. **UNPAID LEAVE** (verbal)

To receive a report advising of a member of staff currently taking unpaid leave

**PERS/17/1617 RESOLVED** to receive the verbal report from the Chief Officer with regards to the member of staff taking unpaid leave

**D T Brown**  
(Chairman)