

Congleton Town Council

Minutes of the Personnel Committee meeting held on 29th 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 2nd 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)