

23rd April 2019

Dear Councillor,

Personnel Committee Meeting – Tuesday 30th April 2019

You are requested to attend a meeting of the Personnel Committee, to be held at Congleton Town Hall on **Tuesday 30th April 2019 commencing at 7.00pm.**

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 25th February 2019

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. Structural Changes and amendment to job titles (enclosed)

To approve the proposed changes in the staffing structure and amendments to the job titles,

5.1 Town Hall Supervisor being amended to Town Hall Manager

5.2 Marketing and Administration Assistant being amended to Events and Marketing Officer, including an additional part time post of 22 hrs

5.3 Support Manager, Town Centre & Town Hall being amended to Deputy CO & Town Marketing and Events Manager.

6. 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.

7. Job Evaluations (enclosed)

To approve the proposed evaluations for the Town Hall Manager, and the Events and Marketing Officer positions

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 and G S Williams

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