



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

21st August 2020

Dear Councillor,

Personnel Committee Meeting – Thursday 27th August 2020

You are summoned to attend a meeting of the Personnel Committee to be held on **Thursday 27th August** commencing at **7.00pm**.

This will be a virtual meeting which needs to be accessed via Zoom.

Meeting ID: 864 7640 5974

Passcode: 021541

The Public and Press are welcome to attend the meeting.

There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press.

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 approve the minutes of the meeting held on **25th June 2020**.

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.



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4. **Outstanding Actions**

To review any outstanding actions from previous meetings.

5. **Questions from Members of the Public**

There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally at the meeting including those which have been received in writing 7 days prior to the meeting.

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 involves the disclosure of private and confidential information and staff matters.

7. **Strengthening and Developing the Town Council's Communities and Marketing Team** (Enclosed)

6.1 Marketing and Events Manager - Deputy Chief Officer (Enclosed)

To approve an updated job description for the Marketing and Events Manager-Deputy Chief Officer.

6.2 Events and Marketing Officer (Enclosed)

To approve an updated job description for the Events and Marketing Officer.

6.3 Vacant post - Marketing and Communications Officer (Enclosed)

To approve the job description for the Marketing and Communications Officer.

6.4 Vacant post - Marketing and Administration Assistant (Enclosed)

To approve the job description for the Marketing and Administration Assistant.

8. **Update on Sickness – Streetscape Operative** (Verbal update)

To receive an update from the Chief Officer.

9. Update on the Complaint against the Chief Officer from a Councillor (Verbal Update)

To receive an update from the Chief Officer.

Cllrs: David Brown (Chair), Margaret Gartside (Vice Chair)

Suzanne Akers Smith, Dawn Allen, Martin Amies, Russell Chadwick, Robert Hemsley,
Amanda Martin, James Smith, Kay Wesley

Ex-Officio: Cllr Sally Ann Holland (Town Mayor) Cllr Denis Murphy (Deputy Mayor)

Ccs: Other members of the Council and Honorary Burgesses (3) for Information; Press (3)
Congleton Library, Congleton Tourist Information Centre.

Congleton Town Council

Minutes of the Personnel Committee meeting held on
25th June 2020

Conducted via Zoom – Meeting ID 891 1297 1637

PRESENT: Councillors:

David Brown (Chair)
Margaret Gartside (Vice Chair)
Suzanne Akers Smith
Russell Chadwick
Robert Hemsley
Amanda Martin
James Smith
Kay Wesley

Ex-Officio: Sally Ann Holland (Town Mayor)

Non-Committee Members: Robert Douglas and Rob Moreton

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 non-committee member Cllr Suzy Firkin.

2. Minutes

To note the minutes of the meeting held on 30th April 2019 as they were approved by the COVID-19 Emergency Powers Committee on the 23rd April 2020.

PERS/01/2021 Resolved to approve the minutes of the meeting held on 30th April 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.

Cllrs David Brown, Suzanne Akers Smith, Sally Ann Holland (Town Mayor) and Rob Moreton declared a non-pecuniary interest in any matters related to Cheshire East Council.

4. **Outstanding Actions**

None.

5. **Committee Terms of Reference**

To receive the current Terms of Reference for the Committee.

PERS/02/2021 Resolved to approve the current Terms of Reference subject to the following amendments:

- Function 4 column 2 Remove Leader in items 2 and 3
- Function 4 column 2 Fifth bullet point, remove Town Centre and Marketing Manager and replace with Town Marketing, Events Manager and Deputy Chief Officer
- Function 15 Column 1 Change to Monitoring Equalities and Inclusion Policy in relation to employment

6. **Current Structure**

To receive an update of the current staffing structure of the Town Council and the impact of COVID19.

PERS/03/2021 Resolved to receive the update of the current staffing structure of the Town Council and the impact of COVID19.

7 **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.

8. **Update on Sickness – Streetscape Operative**

To receive an update relating to a member of staff on long term sickness and a proposal for support.

PERS/04/2021 Resolved to approve the proposal of support for 1 month with delegated authority to the Chief Officer for an additional month if required.

9. **Staff Holidays**

To receive a proposal relating to staff holidays affected by COVID19.

PERS/05/2021 Resolved to support the proposal of the Chief Officer.

10. **Complaint**

To receive notification of a complaint against a member of staff.

PERS/06/2021 Resolved to receive the notification.

**David Brown
(Chair)**