

Congleton Town Council

**Minutes of the Personnel Committee meeting held on
27th August 2020**

Conducted via Zoom – Meeting ID 864 7640 5974

****Please note – These are draft minutes and will not be ratified until the next meeting of the Personnel Committee**

PRESENT: Councillors:

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

Ex-Officio: Sally Ann Holland (Mayor)

Non Committee member: Robert Douglas

1. Apologies for absence.

Members are reminded of the necessity to give apologies in advance of the meeting and to give reasons for absence.

Apologies for absence were received from Cllr Robert Hemsley.

2. Minutes of Previous meetings

PERS/07/2021 RESOLVED 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.

Cllrs David Brown, Sally Ann Holland and Suzanne Akers Smith, non-pecuniary on matters relating to Cheshire East Council.

4. Outstanding Actions.

To review any outstanding actions from previous meetings.

There were no outstanding actions.

5. Questions from Members of the Public

There were no questions from members of the public.

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.

PERS/08/2021 RESOLVED to exclude members of the press and public from the meeting on the grounds that it involves staff matters.

7. Strengthening and Developing the Town Council's Communities and Marketing Team

PERS/09/2021 RESOLVED to approve the following Job descriptions and for them to be externally evaluated.

If within approved budget proceed with advertising for the two vacant posts and to appoint existing and recruited staff into their new roles from October 2020.

7.1 Deputy Chief Officer – Communities and Marketing Manager (FT) amended job description

7.2 Town Centre and Events Officer (FT) - amended job description

7.3 Marketing and Communications Officer (PT – 22hours VACANT)

7.4 Marketing and Administrative Assistant (FT – VACANT)

8. Update on Sickness – Streetscape Operative

PERS/10/2021 RESOLVED to receive the update from the Chief Officer.

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

PERS/11/2021 RESOLVED The Chief Officer advised that the Responsible Financial Officer was due to receive additional information from the complainant by the 20th July 2020. This was not received and that the matter is now closed.

**David Brown
(Chair)**