

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)**