



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford CiLCA**

10th December 2020

Dear Councillor,

Personnel Committee Meeting – Thursday 17th December 2020

You are summoned to attend a meeting of the Personnel Committee to be held on **Thursday 17th December 2020** commencing at **6.00pm.**

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

Meeting ID: 864 4020 3983

Passcode: 647270

[Use this link to open the Personnel Committee Meeting via Zoom on Thursday 17th December 2020.](#)

- **The Public and Press are welcome to attend the meeting, please note** - There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally or at the meeting, including those which have been received in writing 7 days prior to 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 in accordance with Section 100 (B) (2) of the Local Government Act 1972.

David McGifford
Chief Officer

Congleton
beartown
where friends are made

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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 27th August 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.

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. **Urgent Items**

Members may raise urgent items related to this committee but no discussion or decisions may be taken at the meeting

7. **Updating the Staff Handbook** (Verbal)

To receive notification of the intention to update the staff handbook to reflect the current working practices and council policies.

8. **Resolution to Exclude the Public and Press from Items 9 and 10**

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 due to private staffing matters.

9. **Staffing structure** (Confidential Report)

To receive an update from the Chief Officer on matters relating to the staffing structure.

10. **Job evaluations** (To follow)

To receive an update from the Chief Officer on job evaluations.

Clrs: 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
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)**