

Congleton Town Council

Minutes 17th December 2020

Conducted via Zoom – Meeting ID 864 4020 3983

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

For the papers discussed at the meeting, [please see the Meeting Agenda of the Personnel Committee held on 17th December 2020](#)

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) Denis Murphy (Deputy 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/12/2021 RESOLVED to approve the [minutes of the Personnel Committee 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.

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

4. **Outstanding Actions.**

There were no outstanding actions.

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

There were no questions from members of the public.

6. **Urgent Items**

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

There were no urgent items raised.

7. **Updating the Staff Handbook**

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

PERS/13/2021 RESOLVED to receive the notification from the Chief Officer.

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.

PERS/14/2021 RESOLVED to approve the resolution.

9. **Staffing Structure**

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

PERS/15/2021 RESOLVED to receive the update on the staffing structure.

10. **Job Evaluations**

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

PERS/16/2021 RESOLVED to receive the update with regards to the proposed job evaluations that will be required following a review of existing roles as highlighted.

**David Brown
(Chair)**