



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

4th February 2021

Please note this meeting will be followed by the Council meeting which is due to commence at 7.00pm

Dear Councillor,

Personnel Committee Meeting – Thursday 11th February 2021

You are summoned to attend a meeting of the Personnel Committee to be held on **Thursday 11th February 2021** commencing at **6.00pm.**

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

<https://us02web.zoom.us/j/82482659621?pwd=dTR4TzRwcUdEQnJhSU9KQjg0YXB3Zz09>

Meeting ID: 824 8265 9621

Passcode: gvFif8

- **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



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 17th December 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. Resolution to Exclude the Public and Press from Item 8

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.

8. Responsible Financial Officer Job Evaluation (Enclosed)

To receive the Job Evaluation for the position of “Responsible Financial Officer” and agree on outcomes related to it.

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 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)**