

Congleton Town Council

**Personnel Committee Minutes
9th September 2021**

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 9th September 2021](#)

PRESENT: Councillors: David Brown (Chair)
Dawn Allen
Amanda Martin
Robert Helmsley

Ex-Officio: Cllr Denis Murphy (Town Mayor), Cllr Margaret Gartside
(Deputy Mayor)

Also Present: Congleton Town Council Officer: David McGifford (Chief Officer)

1. Apologies for absence.

Apologies were received from Cllrs Russell Chadwick, Robert Douglas, Sally Ann Holland and Kay Wesley.

2. Minutes

PERS/12/2122 resolved to approve the [minutes of the Personnel Committee meeting held on the 15th July 2021.](#)

3. Declarations of interest

Cllrs David Brown and Denis Murphy declared a non- pecuniary interest in matters relating to Cheshire East Council.

4. Outstanding Actions

There were no outstanding actions from previous meetings.

5. Questions from Members of the Public

There were no questions from members of the public.

6. **Urgent Items**

There were no urgent items raised at the meeting.

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

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/13/2122 resolved to approve the resolution to exclude the Public and Press from Items 8 and 9.

8. **Job Description**

To approve the job description for the Senior Information Advisor

PERS/14/2122 resolved to approve the job description for the Senior Information Advisor

9. **Job Evaluations**

To review the Job Evaluations Report and agree on any proposed changes for the following roles

9.1 Streetscape Development Manger

9.2 Finance Officer

9.3 Chief Officer

9.4 Senior Information Advisor

PERS/15/2122 resolved to approve the proposed changes contained within the report for the positions of the -

9.1 Streetscape Development Manger

9.2 Finance Officer

9.3 Chief Officer

9.4 Senior Information Advisor

**Councillor David Brown
(Chair)**