



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

1st September 2021

Dear Councillor,

Personnel Committee Meeting – Thursday 9th September 2021

You are summoned to attend a meeting of the Personnel Committee to be held at Congleton Town Hall on **Thursday 9th September 2021** commencing at **5.45pm**

- **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 Personnel Committee meeting held on 15th July 2021](#).

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 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.

8. Job Description (Confidential)

To approve the job description for the Senior Information Advisor.

9. Job Evaluations (Confidential)

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

Cllrs: David Brown (Chair), James Smith (Vice Chair)

Dawn Allen, Martin Amies, Russell Chadwick, Robert Douglas, Robert Hemsley, Amanda Martin, Sally Ann Holland, Kay Wesley

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

Ccs: Other members of the Council and Honorary Burgesses (3)
Press (3) Congleton Library, Congleton Information Centre

Congleton Town Council

**Personnel Committee Minutes
15th July 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 15th July 2021](#)

PRESENT: Councillors: David Brown (Chair)
Martin Amies
Russell Chadwick
Sally Ann Holland
Amanda Martin
Kay Wesley

Ex-Officio: Cllr Margaret Gartside (Deputy Mayor)

Non Committee Member: Cllr Suzy Firkin

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

1 Apologies for absence.

Apologies were received from:

Ex Officio: Cllr Denis Murphy (Town Mayor)

Committee Members Cllrs James Smith (Vice Chair) Robert Douglas, Robert Hemsley

2. Minutes of the Previous meeting

PERS/09/2122 resolved to approve the [minutes of Personnel Committee meeting held on 24th June 2021.](#)

3. Declarations of interest

Councillors David Brown and Sally Ann Holland declared a non-pecuniary interest in any 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/10/2122 resolved to approve the resolution.

8. Job Evaluations

To approve updated job descriptions.

PERS/11/2122 resolved to approve the updated job description for the Finance Officer and the Streetscape Development Manager.

9. Official Complaint Against an Officer

Councilors received the notification from the Chief Officer with regards to a complaint that had been received against an officer of the Council from a member of the public. The Chief Officer advised councilors of the process in which this complaint would be dealt with.

**Clr David Brown
(Chair)**