



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

28<sup>th</sup> July 2022

Dear Councillor,

## **Personnel Committee Meeting – 4<sup>th</sup> August 2022**

You are summoned to attend a meeting of the Personnel Committee to be held at Congleton Town Hall on **4<sup>th</sup> August 2022** commencing at **5.30pm**

- **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



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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 of the Previous Meeting (Enclosed)**

To approve the [minutes of the Personnel Committee meeting held on 9<sup>th</sup> December 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 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. To receive an Update on Staffing Matters from the Chief Officer (Confidential Report)**

To receive an update from the Chief Officer and to consider recommendations contained therein.

**CLLrs: David Brown (Chair), James Smith (Vice Chair)**

Suzanne Akers Smith, Dawn Allen, Martin Amies, Russell Chadwick, Robert Douglas, Amanda Martin, Sally Ann Holland, Kay Wesley

**Ex-Officio:** Cllr Margaret Gartside (Town Mayor) Cllr Rob Moreton (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  
9<sup>th</sup> December 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 9<sup>th</sup> December 2021](#)

**PRESENT:** Councillors: David Brown (Chair)  
Martin Amies  
Robert Douglas  
Sally Ann Holland  
Amanda Martin  
Robert Helmsley  
James Smith  
Kay Wesley

**Ex-Officio:** Cllr Margaret Gartside (Deputy Mayor) Arrived at item 7

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

**1. Apologies for absence.**

Apologies were received from:  
Committee Members: Cllrs Dawn Allen and Russell Chadwick  
Ex-Officio Member: Cllrs Denis Murphy (Mayor)

**2. Minutes**

**PERS/16/2122 resolved to** approve the [minutes of the Personnel Committee meeting held on the 9<sup>th</sup> September 2021.](#)

**3. Declarations of interest**

Cllrs David Brown and Sally Ann Holland 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. **Recruitment**

**PERS/17/2122 resolved to** receive the verbal update on the recruitment of the Town Centre and Event Officer and the Partnership Officer.

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

**PERS/18/2122 resolved to** approve the resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press from the meeting for items 9 and 10 due to private staffing matters.

9. **Long Term Sickness**

**PERS/19/2122 resolved to** receive an update on the long-term sickness of a member of staff and agreed to an additional month of full pay based upon length of service of 41 years.

**Action:** The Chief Officer to propose a qualifying criteria for extended full pay for sickness leave.

10. **Staffing Budget**

**PERS/20/2122 resolved to** receive an update on the staffing budget expenditure for 2021/22.

**Councillor David Brown  
(Chair)**