



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

24th November 2022

Dear Councillor,

Personnel Committee Meeting – 1st December 2022

You are summoned to attend a meeting of the Personnel Committee to be held at Congleton Town Hall on **1st December 2022** commencing at **7.00pm**.

- **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 4th August 2022.](#)

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. National Pay Award and Proposed Incremental Increases (Confidential Report)

To note the National Pay Award and to approve incremental increases for eligible staff.

9. Job Descriptions for External Evaluation – Flexi Roles (Confidential Report)

To approve proposed job descriptions for external evaluation.

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

Suzanne Akers Smith, Dawn Allen, Martin Amies, Russell Chadwick, Robert Douglas, Sally Ann Holland, Amanda Martin, 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
4th August 2022**

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 4th August 2022](#)

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

Ex-Officio: Cllr Margaret Gartside (Town Mayor)

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

Non-Committee member Cllr Suzy Firkin

1. Apologies for absence.

Apologies were received from:

Committee Members: Cllrs Martin Amies, Robert Douglas and James Smith

Ex-Officio Member: Cllr Robert Moreton (Deputy Mayor)

2. Minutes of the Previous Meeting

PERS/01/2223 RESOLVED to approve the [minutes of the Personnel Committee meeting held on the 9th December 2021..](#)

3. Declarations of interest

Cllrs David Brown, Sally Ann Holland and Suzie Akers Smith declared a non-pecuniary interest in matters relating to Cheshire East Council. Cllr Holland advised the committee that her brother works on the Streetscape Services Team.

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 Item 8**

PERS/02/2223 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 item 8 due to private staffing matters.

8. **To Receive an Update on Staffing Matters from the Chief Officer** (Confidential Report)

PERS/03/2223 RESOLVED to receive the update from the Chief Officer.

**Councillor David Brown
(Chair)**