

Congleton Town Council

Personnel Committee Minutes 1st December 2022

For the papers discussed at the meeting, please see the [Meeting Agenda of the Personnel Committee 1st December 2022](#)

PRESENT: Councillors: David Brown (Chair)
Suzie Akers Smith
Dawn Allen
Martin Amies
Robert Douglas
Sally Ann Holland
Amanda Martin
James Smith (Vice Chair)

Ex-Officio:

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

1. Apologies for absence.

Apologies were received from:
Committee Members: Cllrs Russell Chadwick, Kay Wesley
Ex-Officio Member: Cllr Margaret Gartside (Mayor)

2. Minutes of the Previous Meeting

PERS/04/2223 RESOLVED to approve the [minutes of the Personnel Committee meeting held on the 4th August 2022.](#)

3. Declarations of interest

Cllrs David Brown, Akers Smith and Sally Ann Holland declared a non-pecuniary interest in matters relating to Cheshire East Council. Cllr Sally Ann 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 Items 8 and 9**

PERS/05/2223 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. **National Pay Award and Proposed Incremental Increases**

PERS/06/2223 RESOLVED to note the National Pay Award and to approve incremental increases for eligible staff totalling £7,335 plus pension and NI

9. **Job Descriptions for External Evaluation – Flexi Roles**

PERS/07/2223 RESOLVED to approve proposed job descriptions for external evaluation following the process below.

1. To discuss the draft job descriptions with the relevant staff to receive comments and provide clarification where needed
2. Delegated authority to the Chief Officer to make minor amendments where necessary and to send the updated job descriptions for external evaluation

**Councillor David Brown
(Chair)**