



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

27th September 2023

Dear Councillor,

Personnel Committee Meeting 5th October 2023

You are summoned to attend a meeting of the Personnel Committee to be held at Congleton Town Hall on **5th October 2023** 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 the 1st December 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. Appraisals

To note that staff appraisals will be completed by December 2023

8. Resolution to Exclude the Public and Press from Item 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.

9. To discuss a private staffing matter (to follow)

For councillors to receive an update on a staffing matter and agree the next steps as outlined by the Chief Officer

CLrs: David Brown (Chair), Richard Walton (Vice Chair)

Suzanne Akers Smith, Robert Brittain, Russell Chadwick, Robert Douglas, Suzy Firkin,
Amanda Martin, Heather Seddon , Glen Williams

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