



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

14th December 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 Thursday the **21st of December 2023**, commencing at **5.30 pm**.

This meeting will be prior to the Planning Committee meeting which commences at 7.00 pm

- **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 in 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.

Yours sincerely

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 (Enclosed)

To approve the [minutes of the Personnel Committee meeting held the 5th October 2023](#)

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 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. To receive a general update on staff (to follow)

For councillors to receive a general update on staffing structure and proposed reviews.

9. Staff appraisals (to follow)

To receive the outcome of staff appraisals and to decide on the award of any incremental pay increases.

Cllrs: 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 Rob Moreton (Mayor) Cllr Kay Wesley (Deputy Mayor)

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

Minutes of the Personnel Committee Meeting
5th October 2023 5.45 pm

Please Note – These are draft minutes and will not be ratified until the next meeting of the Personnel Committee

Councillors in Attendance: David Brown
Richard Walton
Robert Brittain
Robert Douglas
Suzy Firkin
Amanda Martin
Heather Seddon
Glen Williams

Ex Officio: Kay Wesley (Deputy Mayor)

Officers: David McGifford (Chief Officer)

Members of the press: 0

Members of public: 0

1. Apologies for absence.

Apologies for absence were received from Suzie Akers Smith and Russell Chadwick

2. Minutes

Pers/08/2324 Resolved to approve the [minutes of the Personnel Committee meeting held the 1st December 2022](#).

3. Declarations of interest

There were no declarations of interest related to this agenda

4. Outstanding Actions

There were no outstanding actions

5. Questions from Members of the Public

There were no questions from members of the public

6. Urgent Items

There were no urgent items

7. **Appraisals**

The committee noted 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.

Pers/09/2324 Resolved to exclude members of the press and public from the meeting

9. **To discuss a private staffing matter**

Pers/10/2324 Resolved to approve the proposal within the confidential report from the Chief Officer

Chair

David Brown