



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

15th February 2024

Dear Councillor,

Personnel Committee Meeting 22nd February 2024

You are summoned to attend a meeting of the Personnel Committee to be held at Congleton Town Hall on Thursday the **22nd of February 2024**, commencing at **6.00 pm**.

This meeting will be prior to the Council Meeting and needs to be completed by 6.45 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 on the 21st of December 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 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. Job Evaluation for the Communities and Administration Officer (Report to follow)

For councillors to approve the Job Evaluation for the Communities and Administration Officer

8.1 To approve the appointment of Cathy Dean to the post of Communities and Administration Officer

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 (5)
Press (3) Congleton Library, Congleton Information Centre.

Minutes of the Personnel Committee Meeting
21st December 2023 5.30 pm

Please note – These are draft minutes and will not be ratified until the next meeting of the Council.

Councillors in Attendance: David Brown (Chair)
Richard Walton (Vice Chair)
Robert Brittain
Russell Chadwick
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.

Members are reminded of the necessity to give apologies in advance of the meeting and to give reasons for absence.

2. Minutes

Pers/10/2324 Resolved to o approve the [minutes of the Personnel Committee meeting held the 5th October 2023](#)

3. Declarations of interest

Cllrs D Brown , R Chadwich and Heather Seddon declared an interest on 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.

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.

Pers/11/2324 Resolved to exclude members of the press and public from the meeting due to private staffing matters.

8. To receive a general update on staff

The Chief Officer outlined the current staff structure and advising that there was a need to increase the administration resource based upon the departure of 2 part time administration officers within the last 12 months (L Minshull Retired and Andrea Morris Wild resigned)

The CO advised that he would like to integrate the Partnership administration and the council administration into a full time role which would require an external evaluation.

Pers/12/2324 Resolved to approve the proposed changes to the council administration function and for the integrated Partnership and General administration role to be externally evaluated.

9. Staff appraisals

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

Pers/13/2324 Resolved to approve the Chief Officers recommendations for incremental increase.

Pers/14/2324 Resolved to agree a single increment increase for the Chief Officer