



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

13 September 2024

Dear Councillor,

Personnel Committee Meeting 19th September 2024

You are summoned to attend a meeting of the Personnel Committee to be held at Congleton Town Hall on Thursday the **19th September 2024** commencing at **6.00 pm**.

This meeting will be prior to the Finance and Policy 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 22nd of February 2024](#)

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. Post of the Communities and Marketing Manager and Deputy Chief Officer

To approve the advertising of the Communities and Marketing Manager and Deputy Chief Officer post

9. General Staffing Update

To receive updates from the Chief Officer on general staffing matters

CLrs: David Brown (Chair), Sally Ann Holland (Vice Chair)

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

Ex-Officio: Cllr Kay Wesley (Mayor) Cllr Robert Brittain (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
22nd February 2024

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

Officers: David McGifford (Chief Officer)
Members of the press: 0
Members of public: 0

AGENDA

1. Apologies for absence.

Apologies were received from Cllrs Suzie Akers Smith, Robert Douglas and Kay Wesley

2. Minutes

Pers/15/2324 resolved to approve the [minutes of the Personnel Committee meeting held on the 21st of December 2023](#)

3. Declarations of interest

There were no declarations of interest relating to this meeting

4. Outstanding Actions

There were no outstanding items

5. Questions from Members of the Public

There were no members of the public in attendance

6. Urgent Items

There were no urgent items

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

Pers/16/2324 resolved to pass the 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**

Pers/17/2324 Resolved to approve the Job Evaluation for the Communities and Administration Officer and the appointment of Cathy Dean to the post of Communities and Administration Officer