



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

5<sup>th</sup> December 2024

Dear Councillor,

## **Personnel Committee Meeting 12<sup>th</sup> December 2024**

You are summoned to attend a meeting of the Personnel Committee to be held at Congleton Town Hall on Thursday the **12<sup>th</sup> December 2024** commencing at 5.45 **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 of Previous Meetings (Enclosed)**

To approve the [minutes of the Personnel Committee meeting held on the 19<sup>th</sup> of September 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. Proposed Staffing Structure (to be presented prior to the meeting)**

To approve the proposed staffing Structure.

**9. Staff Appraisals and incremental Increases (to be presented prior to the meeting)**

To approve the proposed incremental increases following staff appraisals.

**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**  
**19<sup>th</sup> September 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)  
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 for absence were received from Cllr Rob Moreton Sally Ann Holland and Suzie Akers Smith

**2. Minutes**

**Pers/01/2425 resolved to** approve the [minutes of the Personnel Committee meeting held on the 22nd of February 2024](#)

**3. Declarations of interest**

Declarations of Non Pecuniary interest were received from Cllrs David Brown, Russell Chadwick and Heather Seddon on matters relating to Cheshire East Council

**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 raised at the meeting

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

**Pers/02/2425 resolved to** pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the 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**

**Pers/03/2425 resolved to**

1. Approve the advertising of the Communities and Marketing Manager and Deputy Chief Officer post as per the current job description and evaluation.
2. To Approve the Chief officer's proposal to also review the current structure with the option to present an alternative solution to the committee if appropriate

**9. General Staffing Update**

The Chief Officer provided a brief update to Councillors with no actions agreed or required.

**Cllrs: David Brown (Chair).**