

Minutes of the Personnel Committee Meeting
13th March 2025

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
Sally Ann Holland (Vice Chair)
Amanda Martin
Rob Moreton
Heather Seddon
Glen Williams

Ex Officio: Kay Wesley (Mayor) and Robert Brittain (Deputy Mayor)

Officers: David McGifford (Chief Officer)

Members of the press: 0

Members of public: 0

1. Apologies for absence.

Apologies were received from Suzie Akers Smith, Robert Douglas and Suzy Firkin

2. Minutes

Pers/09/2425 Resolved to approve the minutes of the Personnel Committee meeting held 12 December 2025.

3. Declarations of interest

Cllrs David Brown Russell Chadwick. Sally Ann Holland, Rob Moreton and Heather Seddon declared an interest in 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 8

To consider passing 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.

Pers/10/2425 Resolved to exclude members of the press and public from the meeting due to private staffing matters.

8. Proposed Staffing Structure and updated Job descriptions

8.1 To approve the proposed staffing structure as shown in Appendix 2

Pers/11/2425 Resolved to approve the proposed staffing structure as shown in Appendix 2

8.2 To approve the job descriptions and for them to be sent for external evaluation

Pers/12/2425 Resolved to approve the updated Job descriptions subject to agreed amendments being circulated to committee members.

8.3 To recruit an additional member of staff for the Visitor Information Centre

Pers/13/2425 Resolved to approve the recruitment of an additional member of staff for 12 hours per week

The meeting finished at 8.40 pm

Chair David Brown