



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

5th June 2025

Dear Councillor,

Personnel Committee Meeting 12th June 2025

You are summoned to attend a meeting of the Personnel Committee to be held at Congleton Town Hall on Thursday the 12th June 2025 commencing at 8.00 pm.

Please note this meeting follows the Council 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 of Previous Meetings (Enclosed)

To approve the minutes of the meeting held on the 13th March 2025.

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 Re-Evaluations (to be presented prior to the meeting)

To receive finalised Job re-evaluations and associated cost analysis.

Cllrs: Richard Walton (Chair), Dave Brown (Vice Chair).

Suzie Akers Smith, Russell Chadwick, Robert Douglas, Sally Ann Holland, Amanda Martin, Rob Moreton, Kay Wesley, Glen Williams.

Ex-Officio: Cllr Robert Brittain (Mayor) Cllr Suzy Firkin (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
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