



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

20th March 2026

Dear Councillor,

Personnel Committee Meeting 26th March 2026

You are summoned to attend a meeting of the Personnel Committee to be held at Congleton Town Hall on Thursday, the 26th March 2026, commencing at 7.45 pm.

Please note this meeting follows the Finance and Policy Committee, which commences at 7.00 pm and is expected to finish at approximately 7.45 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

Congleton
beartown
where friends are made

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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. 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.

3. Outstanding Actions

To review any outstanding actions from previous meetings.

4. 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.

5. Urgent Items

Members may raise urgent items related to this committee, but no discussion or decisions may be taken at the meeting.

6. Resolution to Exclude the Public and Press from Items 7, 8 and 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.

7. Approval of Chief Officer Job Description (to follow)

To approve the amended Chief Officer Job Description.

8. Streetscape Staffing Update (Verbal)

To receive a verbal update on Streetscape Staff.

9. Increment Increase (To follow)

To approve a staffing increment increase.

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)

Title	Personnel Committee
Date of Meeting Time	4 th December 2025 8 pm
Status	Draft Minutes – to be ratified at the next Committee meeting
Reference Documents	Agenda Papers for Personnel – 4th December 2025

Attendance

Committee Members	Cllr Richard Walton (Chair) Cllr Robert Douglas Cllr Amanda Martin Cllr Kay Wesley Cllr Glen Williams
Ex Officio	Cllr Suzy Firkin (Deputy Mayor)
Non-Committee Members	
Officers	David McGifford (Chief Officer)
Members of the Press	0
Members of the Public	0

1. Apologies for Absence

Apologies were received from Cllrs Suzie Akers Smith, David Brown (Vice Chair), Russell Chadwick, and Sally Ann Holland.

2. Minutes of Previous Meetings

PRES/11/2526 resolved to approve and sign the Personnel Committee minutes held on 23rd October 2025 as a correct record.

3. Declaration of Interest

Declarations were received by Cllr Sally Ann Holland.

4. Outstanding Actions

None.

5. Questions from Members of the Public

There were no questions from members of the public.

6. **Urgent Items**

None.

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

PRES/12/2526 resolved to exclude the Public and Press from the meeting due to private staffing matters.

8. **Streetscape Staffing**

PRES/13/2526 resolved to note the proposed increase in Streetscape Operatives and the reliance on a contract.

9. **Flexi Job re-evaluation**

PRES/14/2526 resolved To note the changes to the Streetscape Flexi role job description and approve it being sent for re-evaluation.

10. **Increment Increase**

PRES/15/2526 resolved to approve the proposed increment increases as presented by the Chief Officer.