

Minutes of the Personnel Committee Meeting
12th December 2024 5.45 pm

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

Ex Officio: Kay Wesley (Mayor)

Officers: David McGifford (Chief Officer)

Members of the press: 0

Members of public: 0

1. Apologies for absence.

Apologies were received from Councillor Suzie Akers Smith.

2. Minutes

Pers/04/2425 Resolved to approve the [minutes of the Personnel Committee meeting held the 19th September 2024](#)

3. Declarations of interest

Cllrs D Brown, R Chadwick, Sally Anne Holland, Rob Moreton and Heather Seddon declared an interest in matters relating to Cheshire East Council.
Cllr Sally Anne Holland declared an interest in item 9 staff Appraisals and Incremental increases and left the council chamber

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 9**

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/05/2425 Resolved to exclude members of the press and public from the meeting due to private staffing matters.

8. **To receive a general update on staff**

The Chief Officer outlined the current staff structure and advised that there was a need to increase the administration resource based upon the departure of 2 part-time administration officers within the last 12 months (L Minshull Retired and Andrea Morris Wild resigned).

Pers/06/2425 Resolved to approve the proposed amendment to the interim structure as presented by the Chief Officer.

9. **Staff appraisals**

To receive the outcome of staff appraisals and to decide on the award of any incremental pay increases.

Pers/07/2425 Resolved to approve the Chief officer's recommendations for incremental increases. The following jobs are to be reviewed and where relevant job descriptions are updated. Any updated job descriptions are to be approved by the committee prior to being sent for external evaluation.

These include the following posts Streetscape, Finance Officer, Caretaking, Congleton Information Centre, CIC Senior Information Advisor, Town Centre and Events Officer, Communities and Admin Officer, Marketing and Communications Officer and Responsible Financial Officer.

Pers/08/2425 Resolved to agree a single increment increase for the Chief Officer.

The meeting finished at 6.45 pm

Chair David Brown