



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

6th March 2025

Dear Councillor,

Personnel Committee Meeting 13th March 2025

You are summoned to attend a meeting of the Personnel Committee to be held at Congleton Town Hall on Thursday the 13th March 2025 commencing 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 12th December 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 and updated Job descriptions (to follow)

8.1 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

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

Cllrs: 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.