

## **Middlewich Town Council**

**Minutes of a Meeting of the Town Council's Personnel Committee,  
held in the Room 3A, Victoria Building, Middlewich on Tuesday 23<sup>rd</sup>  
October 2017, commencing at 6.30pm**

### **PRESENT**

Councillors S Moss, B Walmsley and W Walmsley  
Officers in attendance: N Antoney, Admin Officer (in Part One only)

### **APOLOGIES FOR ABSENCE**

Cllr S McGrory

### **DECLARATIONS OF INTEREST**

None.

### **MINUTES**

#### **Resolved:**

That the minutes of the previous meeting held on 18<sup>th</sup> July 2017 be approved as a correct record.

#### **Part Two**

**Resolved:** that the Meeting be moved into Part 2 session for the remainder of the business on the grounds that the items to be discussed involve staffing matters.

#### [Minutes](#)

[The chairman advised the committee that most of the staff appraisals had been completed and that it was evident that the staff were confused as to their job roles. Also that many of the jobs being undertaken did not relate to that employee's Job Description.](#)

[There had also been several changes relating to the Victoria Hall coming back under the management of the Town Council and this was having an impact on all personnel.](#)

[The Committee discussed this matter in depth and agreed that the Appraisal Panel were to undertake a full assessment of Council needs and Job Descriptions to cover these changes and employee job roles.](#)

[The meeting concluded at 7pm.](#)

[W Walmsley](#)