



## PERSONNEL COMMITTEE – 23<sup>RD</sup> JUNE 2022

The members listed below are summoned to attend the above meeting, which will be held on **THURSDAY 23<sup>rd</sup> JUNE 2022**, in the Edward German Room, Whitchurch Civic Centre commencing at 7.00pm.

The meeting is held in public, and we welcome contributions in the relevant section of the meeting, as indicated on the agenda. If you wish to contribute to the meeting, as a member of the public, it would be helpful if you could advise the Proper Officer in advance so that an appropriate period is set aside for this purpose.

Members are respectfully asked to advise the Proper Officer, prior to the meeting, if they are unable to attend.

**Date of Notice: 16<sup>th</sup> June 2022**

**Mike McDonald**  
Proper Officer / RFO  
Whitchurch Town Council

**Councillors: A. Hall, R. Hall, A. Jackson, M. Phipps, J. Thornton**

### Meeting Notes:

1. Occasionally, contractual, staffing or other matters have to be held in a “Confidential” section of the Meeting, to the exclusion of the Press and Public
2. Councils cannot lawfully decide items of business that are not specified in the Summons / Agenda (LGA1972, Sch 12, Paras 10 (2) (b))
3. Recording: Please note that all Council Meetings are recorded to ensure accuracy of the Minutes; these recordings are not retained following approval of the relevant minutes. You are requested to inform the Proper Officer if you intend to record or film the meeting.



**1. Election of Committee Chairman**

To elect a Chairman of the Personnel Committee for the 2022-23 Civic Year

**2. Election of Committee Vice-Chairman**

To elect a Vice-Chairman of the Personnel Committee for the 2022-23 Civic Year

**3. Apologies**

To receive any apologies and reasons for absence

**4. Declarations of Interest**

To receive any Disclosure of Ordinary or Disclosable Pecuniary Interest in relation to any item on the Agenda

**5. Minutes**

To confirm the minutes of the Personnel Committee Meeting held on 14<sup>th</sup> April 2022 and sign as an accurate record of that meeting

**6. Public Participation**

Members of the public are invited to make representations, ask questions and give evidence in respect of business being transacted at the meeting and about any other matter for which the Council has responsibility.

**CONFIDENTIAL BUSINESS**

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters

**7. Periodic Review of Council Staffing Structures and Associated Remuneration**

To consider the accompanying Structure / Remuneration Report and make recommendations, if any, to the WTC Full Council Meeting in July 2022

**8. Update on current Personnel-related activity, where practicable**

**Associated Papers:**

- a. Draft Minutes: Personnel Committee, 14<sup>th</sup> April 2022
- b. Confidential Report: WTC Staffing Structure / Remuneration Report as at June 2022