



EXTRAORDINARY MEETING

PERSONNEL COMMITTEE – 13th OCTOBER 2022

The members listed below are summoned to attend the above meeting, which will be held on **THURSDAY 13TH OCTOBER 2022**, in the Edward German Room, Whitchurch Civic Centre commencing at 7.30pm. This meeting will immediately follow a meeting of the Parks & Public Realm Committee.

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: 7th October 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. Apologies

To receive any apologies and reasons for absence

2. Declarations of Interest

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

3. Minutes

To confirm the minutes of the Personnel Committee Meeting held on 6th October 2022 and sign as an accurate record of that meeting

4. 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

5. Periodic Review of Council Staffing Structures and Associated Remuneration (deferred from 6th October)

- a. To consider the accompanying revised Structure / Remuneration Report and make recommendations to the Full Council Meeting in October 2022, aligned to proposals formulated in the Extraordinary Parks & Public Realm Meeting of 13th October. From WTC/P/04/2223 (June 2022).
- b. To consider any other budgetary implications for the 2023-24 financial year other than those in (a) above. To note the potential impact of the 2022-23 NJC Award/s.

Associated Papers:

- a. Draft Minutes: Personnel Committee, 6th October 2022 (item 3)
- b. Confidential Report: WTC Staffing Structure / Remuneration Report as at October 2022 (REVISED FROM ORIGINAL) (item 5)
- c. Confidential Briefing Note: NJC Award for 2022/23 (item 5)
- d. Papers considered in the pre-ceding PPR Meeting, for background information:

Parks & Public Realm – A New Beginning
Parks Rota
Parks Budget 2023-24

Facilities Officer (Parks) – Draft Job Description
Parks & Public Realm – General Maintenance Contract Breakdown