



PERSONNEL COMMITTEE – 13TH JUNE 2023

The members listed below are summoned to attend the above meeting, which will be held on **TUESDAY 13TH JUNE 2023**, 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: 7th June 2023

Mike McDonald
Proper Officer / RFO
Whitchurch Town Council

Councillors: A. Hall, R. Hall, A. Jackson, M. Phipps, C. Purt

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.



whitchurch town council

AGENDA: PERSONNEL COMMITTEE MEETING, TUESDAY 13TH JUNE 2023

1. Election of Committee Chairman

To elect a Chairman of the Personnel Committee for the 2023-24 Civic Year

2. Election of Committee Vice-Chairman

To elect a Vice-Chairman of the Personnel Committee for the 2023-24 Civic Year

3. Personnel Committee – Terms of Reference

To note the Committee's revised Terms of Reference, as ratified by Full Council at the Annual Council Meeting of 11th May 2023.

4. Apologies

To receive Councillor apologies

5. Declarations of Interest

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

6. Minutes

To confirm the minutes of the Extraordinary Personnel Committee Meeting held on 13th October 2022 and sign as an accurate record of that meeting.

7. Public Participation

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

8. 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.

9. Employee Handbook Revision 2023

To consider and approve revisions to the Whitchurch Town Council Employee Handbook to ensure compliance with relevant legislation.

10. Probationary Reviews

To receive an update from the Proper Officer regarding the current round of Probationary Reviews in relation to recently employed staff members.

11. Employment Matter

To receive an update from the Proper Officer about a confidential employment matter.

12. Proper Officer

To consider outstanding matters, including updates, from the Personnel Committee Meeting of 6th October 2022 (Cllr R. Hall) – *the Proper Officer will leave the meeting for this item.*

Associated Papers:

- a. Personnel Committee Terms of Reference 2023/24 (3)
- b. Draft Minutes: Personnel Committee, 13th October 2022 (6)
- c. Whitchurch Town Council Employee Handbook – 2023 Revision (Draft) (9)