



# whitchurch town council

MINUTES: PERSONNEL COMMITTEE MEETING, 13<sup>TH</sup> JUNE 2023

## MINUTES - PERSONNEL COMMITTEE MEETING HELD ON TUESDAY 13<sup>TH</sup> JUNE 2023

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### PRESENT

Councillors: A. Hall R. Hall A. Jackson M. Phipps C. Purt  
Proper Officer: Mike McDonald

### IN ATTENDANCE:

Councillors: N/A Public: 0 x Members of the Public

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The meeting was opened at 7.00pm by former Committee Chairman, Cllr R. Hall

#### 1. Election of Committee Chairman

Following a nomination by Cllr Jackson, seconded by Cllr A. Hall, it was unanimously **resolved** to elect Cllr R. Hall as Committee Chairman for the 2023/24 Civic Year.  
**WTC/P/01/2324**

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

Following a nomination by Cllr Jackson, seconded by Cllr A. Hall, it was unanimously **resolved** to elect Cllr Phipps as Committee Vice-Chairman for the 2023/24 Civic Year.  
**WTC/P/02/2324**

#### 3. Personnel Committee – Terms of Reference

The revised Terms of Reference for the Personnel Committee, ratified by Full Council on 11<sup>th</sup> May 2023, were noted.

#### 4. Apologies

No Apologies were received from Councillors for this meeting.

#### 5. Declarations of Interest

No declarations of Councillors' Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to the agenda items in this meeting were received.

#### 6. Minutes

After a proposal by Cllr Purt, seconded by Cllr A. Hall, the minutes of the Extraordinary Personnel Committee Meeting held on 13<sup>th</sup> October 2022 were approved and signed by the Chairman as a true record of that meeting.

**7. Public Participation**

There were no members of the public at the meeting.

**8. CONFIDENTIAL BUSINESS**

Following a proposal from Cllr A. Hall, seconded by Cllr Jackson, it was **RESOLVED** 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**

After consideration it was unanimously **resolved** to accept and adopt the proposed Employee Handbook 2023, following updates to previous version/s and oversight from the Council’s HR advisors, WorkNest. Proposed Cllr R. Hall, seconded Cllr Jackson.  
**WTC/P/03/2324**

**10. Probationary Reviews**

It was noted that Probationary Reviews were in progress for recently employed staff.

**11. Employment Matter**

The Proper Officer updated the Committee regarding an on-going Employment issue, separated noted and under the advice of the Council’s HR advisors, WorkNest.

**12. Proper Officer**

The Proper Officer left the meeting for this item. Outstanding matters were considered and determined – separately noted. **WTC/P/04/2324**.

There being no further business, the meeting closed at 8.05pm

Signed as a true record of the meeting:

Chair: \_\_\_\_\_

Date: \_\_\_\_\_