



whitchurch town council

MINUTES: PERSONNEL COMMITTEE MEETING, THURSDAY 8TH FEBRUARY 2024

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 8TH FEBRUARY 2024

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

The meeting was opened at 7.30pm by Committee Chair, Cllr Rose Hall

1. Apologies

No Apologies were received for this meeting.

2. 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

3. Minutes

After a proposal by Cllr A. Hall, seconded by Cllr Purt, the minutes of the Personnel Committee held on 13th June 2023 were approved and signed by the Chairman as a true record of that meeting

4. Public Participation

No members of the public were in attendance

5. Chairman's Statement

On behalf of the Committee, the Chairman wished to place on record an acknowledgement of the resilience and adaptability of the Proper Officer and WTC staff team in recent months, given the ongoing uncertainty in relation to the Civic Centre building. All agreed.

6. CONFIDENTIAL BUSINESS

Following a proposal from Cllr Jackson, seconded by Cllr Purt, 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.

7. Contractual – Employment Terms and Conditions (Confidential)

Following consideration of a verbal update from the Proper Officer it was unanimously **resolved** to adopt recommendations presented, separately noted for action. Proposed Cllr A. Hall, seconded Cllr Purt. **WTC/P/05(C)/2324**

8. Contractual – Annual Appraisal Calendar (Confidential)

Completion of Annual Employee Appraisals / Employment Development Reviews (Terms of Reference 2023/24, 4(b)) were noted.

There being no further business, the meeting closed at 7.53pm

Signed as a true record of the meeting:

Chair: _____

Date: _____

WTC DRAFT