



## PERSONNEL COMMITTEE – 8<sup>TH</sup> FEBRUARY 2024

The members listed below are summoned to attend the above meeting, which will be held on THURSDAY 8<sup>TH</sup> FEBRUARY 2024, in the **Whitchurch & District Club, St John's Street, Whitchurch, SY13 1QT** commencing at 7.30pm<sup>1</sup>.

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: 2<sup>nd</sup> February 2024**

**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.

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<sup>1</sup> OR AS SOON AS PRACTICABLE FOLLOWING A PRECEDING OVERSIGHT COMMITTEE MEETING



# whitchurch town council

AGENDA: PERSONNEL COMMITTEE MEETING, THURSDAY 8<sup>TH</sup> FEBRUARY 2024

## 1. Apologies

To receive Councillor apologies in relation to this meeting

## 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 13<sup>th</sup> June 2023 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.*

## 5. Chairman's Statement

To receive a statement from the Committee Chair.

## 6. 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. Contractual – Employment Terms and Conditions (Confidential)

To receive a verbal update from the Proper Officer to consider and determine matters in relation to employee Contracts of Employment

## 8. Contractual – Annual Appraisal Calendar (Confidential)

To note completion of Annual Employee Appraisals / Employment Development Reviews (Proper Officer delegation, Terms of Reference 2023/24, 4 (b)), cascading from the Proper Officer's appraisal on 27<sup>th</sup> June 2023.

### Associated Papers:

- a. Draft Minutes: Personnel Committee, 13<sup>th</sup> June 2023 (3)