

PERSONNEL COMMITTEE – 3RD JULY 2024

The members listed below are summoned to attend the above meeting, which will be held on WEDNESDAY 3RD July 2024, at **Bargates Hall, Church Street, Whitchurch, SY13 1LB** at 6.30pm.

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.

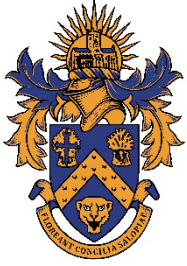
Date of Notice: 27th June 2024

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 12 (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 (P) COMMITTEE MEETING, WEDNESDAY 3RD JULY 2024

The Meeting will be opened by former Chair, Cllr R Hall, who will preside until a new Chair is elected.

1. Election of Committee Chairman

To elect a Chairman of the Personnel Committee for the 2024-25 Civic Year

2. Election of Committee Vice-Chairman

To elect a Vice-Chairman of the Personnel Committee for the 2024-25 Civic Year

3. Personnel Committee – Terms of Reference and Scope

To note the Committee Terms of Reference and scope, aligned to other WTC governance policies ¹, **as ratified by Full Council** at the Annual Council Meeting of 15th May 2024 **(WTC/FC/ACM/04/2425)**.

4. Apologies

To receive Councillor apologies in relation to this meeting.

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 Personnel Committee Meeting held on 6th February 2024 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 being 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. Staff Matter

To receive a confidential update, from the Proper Officer, on a matter recently submitted to HR Advisors, WorkNest. For information and determination where necessary.

Associated Papers:

P Terms of Reference 2024-25 (WTC/FC/ACM/04/2425) (3)

P Minutes: 6th February 2024 (6)

Confidential Notes: 6th February 2024 (8 CONF)

¹ WTC/FC/ACM/09/2425 - Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct