



# whitchurch town council

MINUTES: PERSONNEL COMMITTEE MEETING, 3<sup>RD</sup> JULY 2024

## MINUTES - PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 3<sup>RD</sup> JULY 2024

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### PRESENT

Councillors: A. Hall R. Hall A. Jackson

Proper Officer: Mike McDonald

### IN ATTENDANCE:

Councillors: A. Hotchkiss J. Morris M. Ridgway Public: 0 x Members of the Public

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The meeting was opened at 6.30pm by former Committee Chairman, Cllr R. Hall

#### 1. Election of Committee Chairman

Following a nomination by Cllr A. Hall, seconded by Cllr A. Jackson, it was unanimously **resolved** to elect Cllr R. Hall as Committee Chairman for the 2024/25 Civic Year.  
WTC/P/01/2425

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

Following a nomination by Cllr A. Hall, seconded by Cllr R. Hall, it was unanimously **resolved** to elect Cllr Jackson as Committee Vice-Chairman for the 2024/25 Civic Year.  
WTC/P/02/245

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

The Terms of Reference, and scope, of the Personnel Committee, aligned to other WTC governance policies <sup>1</sup>, ratified by Full Council on 15<sup>th</sup> May 2024, were noted.

#### 4. Apologies

Apologies were received from Cllr Phipps 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.

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<sup>1</sup> WTC/FC/ACM/09/2425 – Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct

**6. Minutes**

After a proposal by Cllr A. Hall, seconded by Cllr Jackson, the minutes of the Personnel Committee Meeting held on 6<sup>th</sup> February 2024 were approved and signed by the Chairman as a true record of that meeting.

**7. Public Participation**

It was resolved that Standing Orders were suspended (Proposed Cllr R. Hall, seconded Cllr A. Hall – all in favour), whilst members of the public were 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 a responsibility.

*No questions or comments were raised by Members of the Public, including non-Committee WTC Members.*

There being no further items, Standing Orders were reinstated. Proposed Cllr R. Hall, seconded Cllr A. Hall – all in favour

**8. CONFIDENTIAL BUSINESS**

*Following a proposal from Cllr R. Hall, seconded by Cllr A. Hall, 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. It was specifically determined that Cllr Hotchkiss could remain for this confidential session.*

**9. Staff Matter**

The Committee noted a staffing matter, being progressed by the Proper Officer under delegated powers<sup>2</sup>, who has submitted details to WorkNest, the Council’s HR Advisors, for appropriate advice, where necessary.

There being no further business, the meeting closed at 6.50pm

Signed as a true record of the meeting:

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

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

<sup>2</sup> Scheme of Delegation 2024/25 WTC/FC/ACM/09/2425 (15/5/24) – Appendix 2