

# Whitchurch Town Council

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Whitchurch  
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## PERSONNEL COMMITTEE

The Councillors listed below are summoned to attend the above meeting which will be held on **Thursday 10<sup>th</sup> September 2020** at the **CIVIC CENTRE, Edward German Room**, Whitchurch commencing at **8pm**.

The meeting is held in public but matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

**Date of Notice: 4<sup>th</sup> September 2020**

A handwritten signature in black ink, appearing to read 'Nicola Young'.

Nicola Young  
Town Clerk

**Councillors: L Broders, S Hamlyn, R Shepherd, A Chesters, S Radford**

## AGENDA

### **10. APOLOGIES**

To receive any apologies and reasons for absence

### **11. DECLARATION OF INTEREST**

To receive any Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to any item on the agenda for the meeting.

### **12. MINUTES**

To confirm the minutes of the Personnel Committee meeting held on **9<sup>th</sup> July 2020** and sign as an accurate record of that meeting (copy attached).

### **13. 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 Committee has a responsibility.

The Chairman will at this point, suspend Standing Orders to allow any members of the public to address the meeting and reinstate Standing Orders to conclude the public session.

[Reinstate Standing Orders]

### **14. 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.

**15. PAYMENT OF HOURS ACCRUED**

To consider and make a decision on a request for payment of additional hours worked.

**16. PART-TIME ADMINISTRATIVE ASSISTANT**

To consider and make a decision on appointing a part-time administration assistant, deciding on:

- a. how many hours per week
- b. hourly rate in accordance with NJC pay scales.

**17. PERSONNEL ISSUES**

**18. STAFF PERFORMANCE REVIEW** [standing agenda item]

To receive an update on performance.