

Whitchurch Town Council

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PERSONNEL COMMITTEE

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 10th OCTOBER 2019

Present:

Cllrs: S Hamlyn, R Shepherd, S Radford, A Chesters

In attendance:

Nicola Young, Town Clerk

1. Apologies

Cllr Broders – work commitment

2. Declaration of Interest

None.

3. Minutes

After a proposal from Cllr Shepherd, seconded by Cllr Radford, it was **PERS/11/1920 RESOLVED** to sign and accept the minutes from the Personnel Committee meeting on 13th June 2019 as an accurate record.

4. Review Complaints Procedure

Committee are waiting for NALC to republish LTN 22, but noted that there was value in looking at additional training.

5. Public Participation

No public present.

6. Confidential Business

After a proposal from Cllr Hamlyn, seconded by Cllr Shepherd, it was **PERS/12/1920 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 of staff members.

A reminder to those present that no recording should take place of confidential items in Personnel Committee.

7. Confidential Notes

After a proposal from Cllr Shepherd, seconded by Cllr Radford, it was **PERS/13/1920 RESOLVED** to sign and accept as an accurate record, the CONFIDENTIAL notes that accompany the minutes of the Personnel Committee meeting on 13th June 2019.

8. Receipt of Resignation

The Committee noted the resignation of the p/t officer - (4 hrs/week) admin support for the Town Clerk on Thursday afternoons.

9. Cemetery Officer Working Hours

After a proposal by Cllr Hamlyn, seconded by Cllr Chesters, it was **PERS/14/1920 RESOLVED** to increase the hours of work per week for the Cemetery Officer from 5 hours to 7.5 hours per week.

10. Draft Staffing Structure

After a proposal from Cllr Hamlyn, seconded by Cllr Radford, it was **PERS/15/1920 RESOLVED** that the Committee members agreed in principal with the draft structure, and Councillors Hamlyn, Radford and the Town Clerk would continue to work on the draft paper with the aim of taking a final version to November 2019 full Council.

11. Staff Matters

The Clerk discussed staff matters with the Committee and suggestions were considered regarding management.

Meeting Closed at 8.46pm

Signed: Date: