

Whitchurch Town Council

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PERSONNEL COMMITTEE MEETING

6 August 2021

To: Members of Whitchurch Town Council's Personnel Committee: Cllrs J Sinnott, A Hall, R Hall, M Phipps, J Thornton.

Dear Councillor,

Dated this sixth day of August 2021, you are hereby summoned to attend a meeting of Whitchurch Town Council's Personnel Committee to be held at 18:00 on the twelfth day of August 2021.

The meeting will be held in the Edward German Room, Whitchurch Civic Centre, SY13 1AX.

If you are unable to attend the meeting, please provide prior notice of your apologies.

Yours sincerely,

A handwritten signature in cursive script that reads "Luke Trevaskis".

Mr Luke Trevaskis

Note to Public:

Due to Covid-19, capacity at public meetings may be limited.

Please note that meetings are audio recorded and you are requested to inform the meeting if you are recording or filming.

Permission to speak at a meeting during public participation will be at the discretion of the Chairman. No person shall speak on more than two items and for no longer than a total of three minutes. Any questions shall not require a response at the meeting nor start a debate. If any representations are considered outside the remit of Whitchurch Town Council, residents shall be referred to the principal authority or other appropriate body.

AGENDA

1. **Apologies** - to receive apologies for absence.
2. **Declarations** - to receive declarations of members' interests.
3. **Public Participation** - members of the public are invited to make representations at the discretion of the Chairman.
4. **Appraisals** - to note staff appraisals have not been undertaken in recent years and consider holding appraisals for all staff to measure performance, provide support where necessary, and receive any feedback.
5. **Training + Development** - to consider undertaking a training and development review for each member of staff to ensure all staff are up-skilled and continually professionally developing.
6. **Organisational Structure** - to consider undertaking a review of the Council's organisational structure to ascertain if currently staffing resource is sufficient for the ambitions of the Council.
7. **Recruitment** - to note a permanent Proper Officer and Responsible Financial Officer has yet to be recruited and agree recruitment process for recommendation to the Council.
8. **HR Policies** -
 - i) **Grievance + Disciplinary Procedure** - to note that it does not appear the updated Grievance and Disciplinary procedures have been adopted by the Council despite recent revisions. To review the updated policies and consider adoption.
 - ii) **Employee Handbook Review** - to note that the Employee Handbook has not been reviewed by Ellis Whittam since 2017. Ellis Whittam offered to review the Employee Handbook following the renewal of their contract last year, however this has not yet been actioned. The Committee is requested to approve the review of the Employee Handbook by Ellis Whittam for adoption at a future meeting.
9. **Exclusion of Press and Public** - to consider, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of that Act.
10. **Shropshire Unison** - to note the correspondence from Shropshire Unison and agree actions.
11. **Staffing Matter 2021/22-01** - to consider the staffing matter and agree actions.
12. **Staffing Matter 2021/22-02** - to consider the staffing matter and agree actions.