

Whitchurch Town Council

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PERSONNEL COMMITTEE

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 11th FEBRUARY 2021 at 8pm

Held online via Zoom due to the Coronavirus Pandemic lockdown

Present:

Cllrs: S. Hamlyn, L. Broders, A. Chesters, S Radford & R. Shepherd

In attendance:

Cllr Duffy – Ex officio
Zoë Dean – Acting Town Clerk

The Chairman reminded members that, in line with the Council's Standing Orders, the meeting was being recorded.

48. Apologies

All members were present.

49. Declaration of Interest

None received.

50. Minutes

After a proposal from Cllr Hamlyn, seconded by Cllr Chesters.
It was **PERS/24/2021 RESOLVED** to accept and sign the minutes from the Personnel Committee meeting held on 10th December 2020.

51. Public Participation

No members of the public were present.

52. Confidential Business

After a proposal from Cllr Hamlyn, seconded by Cllr Chesters,
It was **PERS/25/2021 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.

It was confirmed that the Council recording had been stopped.

53. Staff Matters

- a) After a proposal from Cllr Hamlyn, seconded by Cllr Chesters, Committee confirmed Facilities Staff would forego any untaken leave for 2020/2021 due to the pandemic, as the staff were not furloughed.
It was **PERS/26/2021 RESOLVED** to pay administration staff who had worked throughout the pandemic any remaining leave owed up to the total value of £1,000. The Acting Town Clerk to also carry one week forward to 2021/2022.
The Acting Town Clerk is to confirm final costs and write to staff affected.
- b) The Acting Town Clerk gave an update on the recent unsuccessful recruitment of an administration assistant.
Following a proposal from Cllr Hamlyn, seconded by Cllr Broders,

It was **PERS/27/2021 RECOMMENDED** to extend the administration post to 12 months and readvertise.

54. Recruitment

The Chairman updated the committee on the Chief Officer recruitment process which had been unsuccessful.

After a proposal from Cllr Hamlyn, seconded by Cllr Broders,

It was **PERS/28/2021 RECOMMENDED** to continue with the recruitment, readvertising the post with a wider exposure from 22nd February onwards, whilst operating with the current staffing arrangement. 1: abstention.

The Chairman thanked the recruitment panel, along with Zoë Dean and Gillian Bailey.

Meeting Closed at 8.45pm

Chairman Signed:

Date: