

Whitchurch Town Council

Civic Centre
Whitchurch
SY13 1AX
website: www.whitchurchcouncil.uk



High Street
Shropshire
tel. 01948 665761
email: clerk@whitchurchcouncil.uk

WHITCHURCH TOWN COUNCIL PERSONNEL COMMITTEE MEETING

Minutes of a meeting of Whitchurch Town Council's Personnel Committee held at 18:00 on the twelfth day of August 2021, held in the Edward German Room, Whitchurch Civic Centre, SY13 1AX.

Present: Cllrs: J Sinnott, A Hall, M Phipps, J Thornton.

In Attendance: Mr Luke Trevaskis (Proper Officer), and one member of the Council.

Minute WTC/PC/1/2122

Election of Chairman - Cllr R Hall was duly elected.

Minute WTC/PC/2/2122

Election of Vice Chairman - Cllr M Phipps was duly elected.

Minute WTC/PC/3/2122

Apologies - received from Cllr R Hall.

Minute WTC/PC/4/2122

Declarations - none.

Minute WTC/CC/5/2122

Public Participation - no members of the public wished to make representations.

Minute WTC/CC/6/2122

Appraisals

The Committee resolved to prepare self appraisals for priority operational staff.

Minute WTC/CC/7/2122

Organisational Structure

The Committee resolved to defer the review of the Council's organisational structure.

Minute WTC/CC/8/2122

Proper Officer Recruitment

The Committee resolved that the Proper Officer prepare recruitment process to recommend to full council.

Minute WTC/CC/9/2122

HR Policies

The Committee resolved to review the Grievance and Disciplinary policies.

Employee Handbook Review

The Committee resolved to instruct Ellis Whittam to review the Employee Handbook (last reviewed in 2017).

Minute WTC/CC/10/2122

Exclusion of Press and Public

The Committee resolved to exclude the press and public in accordance with Section 100A(4) of the Local Government Act 1972.

The Committee resolved for Cllr P Lea to remain in the public gallery.

Minute WTC/CC/11/2122

Shropshire Unison

The Committee resolved to defer the matter to the September full council meeting.

Minute WTC/CC/12/2122

Staffing Matter 2021/22-01

The Committee resolved to await further advice from Ellis Whittam.

Minute WTC/CC/13/2122

Staffing Matter 2021/22-02

This item was withdrawn pending further information.