

Whitchurch Town Council

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WHITCHURCH TOWN COUNCIL PERSONNEL COMMITTEE MEETING

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

Present: Cllrs: A. Hall, R. Hall, R. Hewson, J. Sinnott.

In Attendance: Cllrs: J. Martin, M. Phipps; Luke Trevaskis (Proper Officer), Andy Cooper (Admin Support Officer).

Minute WTC/PC/14/2122

Apologies – none received.

Minute WTC/PC/15/2122

Declarations – Cllrs A Hall and Cllrs J Sinnott declared an interest in items 9 and 10 of the agenda.

Minute WTC/PC/16/2122

Minutes – minutes of the last meeting were approved.

Minute WTC/PC/17/2122

Public Participation – The Committee resolved to suspend Standing Orders.

Cllr. Martin asked when all Councillors would be made aware of ongoing personnel issues. It was noted that HR policies need to be adopted in the first instance. The role of Ellis Whittam, relevant indemnity issues and ACAS procedures were also discussed.

Cllr. Phipps asked if the recruitment of a Town Clerk should be delayed until HR issues are concluded. Recruitment to be discussed on item 6.

Minute WTC/PC/18/2122

Public Participation – The Committee resolved to reinstate Standing Orders.

Minute WTC/PC/19/2122

Appraisals/Training and Development – The Committee resolved to undertake a full appraisal of all permanent employees.

Minute WTC/PC/20/2122

Recruitment – The Committee resolved that the CiLCA (Accredited or Enrolled) requirement in the person specification should be desirable not essential and relevant local government experience should be essential.

Minute WTC/PC/21/2122

Recruitment – The Committee resolved to recommend to full council the Local Council Scale 3 Range SCP 37-41 for the Clerk/RFO post.

Minute WTC/PC/22/2122

HR Policies – The Committee resolved to adopt both the grievance and disciplinary procedures; to be added to the employee handbook.

Minute WTC/PC/23/2122

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.

Cllrs A Hall and Cllrs J Sinnott withdrew from the meeting.

Minute WTC/PC/24/2122

As a result of the absence of a quorum, agenda item 9 **Staffing Matter 2021/22-01** and agenda item 10 **Staffing Matter 2021/22-02** were postponed.