

Whitchurch Town Council

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



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

PERSONNEL COMMITTEE MEETING

6 November 2021

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

Dear Councillor,

Dated this sixth day of November 2021, you are hereby summoned to attend a meeting of Whitchurch Town Council's Personnel Committee to be held at 20:30 on the eleventh day of November 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. **Minutes** - to consider the minutes of the last meeting.
4. **Public Participation** - members of the public are invited to make representations at the discretion of the Chairman.
5. **Appraisals / Training + Development** - to note the appraisal panel have undertaken four appraisals to date, with three more to take place prior to December.
6. **Recruitment Accounts Officer** - to receive draft job description, and candidate pack for recruitment of Accounts Officer.
7. **HR Policies** -
 - i) **Grievance + Disciplinary Procedure** - to note the typo in the adopted policies and approve revised adoption.
8. **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.
9. **Staffing Matter 2021/22-02** - to receive an update on the staffing matter and agree actions.