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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 eleventh day of November, held in the Edward German Room Whitchurch Civic Centre SY13 1AX

Present: Cllrs: A. Hall, R. Hall, R. Hewson, A. Jackson, M. Phipps, J. Sinnott.

In Attendance: Luke Trevaskis (Proper Officer), Andy Cooper (Admin Support Officer).

Minute WTC/PC/33/2122

Apologies – Cllr. Paul Busby.

Minute WTC/PC/34/2122

Declarations – none.

Minute WTC/PC/35/2122

Minutes – minutes of the last meeting were approved.

Minute WTC/PC/36/2122

Public Participation – no members of the public present.

Minute WTC/PC/37/2122

Appraisals/Training and Development – The Committee noted the appraisal panel had undertaken four appraisals to date.

Minute WTC/PC/38/2122

Recruitment Accounts Officer – The Committee proposed a number of amends to the job description and recruitment pack. Amended documentation to be presented at the next meeting.

Minute WTC/PC/39/2122

HR Policies – The Committee noted the typo in the adopted Grievance Policy and approved the revision.

Minute WTC/PC/40/2122

Exclusion of Press and Public – it was resolved, in accordance with Section 100A(4) of the Local Government Act 1972, to exclude the press and public on the grounds that it could involve possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12 of the Act.

Cllr J. Thornton left the meeting.

Minute WTC/PC/41/2122

Staffing Matter 2021/22-02 – The Committee noted the Personnel Sub-Committee had resolved the outcome of the grievance.