

# Whitchurch Town Council

Civic Centre  
Whitchurch  
SY13 1AX



High Street  
Shropshire  
tel. 01948 665761

website: [www.whitchurchcouncil.uk](http://www.whitchurchcouncil.uk)

email: [clerk@whitchurchcouncil.uk](mailto:clerk@whitchurchcouncil.uk)

## PERSONNEL COMMITTEE

### MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON FRIDAY 15<sup>th</sup> NOVEMBER 2019

#### Present:

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

#### In attendance:

Zoë Dean, Town Centre Manager/Assistant Town Clerk.

#### 1. Apologies

None received.

#### 2. Declaration of Interest

None received.

#### 3. Minutes

After a proposal from Cllr Shepherd, seconded by Cllr Radford,  
It was **PERS/16/1920 RESOLVED** to accept the minutes from the Personnel  
Committee meeting on 10<sup>th</sup> October 2019 and sign as an accurate record.

#### 4. Review Complaints Procedure

After a proposal from Cllr Hamlyn, seconded by Cllr Radford,  
It was **PERS/17/1920 RESOLVED** to delay this item until the NALC Guideline on  
LTN 22 is updated.

#### 5. Public Participation

No members of the public were present.

#### 6. Confidential Business

After a proposal from Cllr Hamlyn, seconded by Cllr Shepherd,  
It was **PERS/18/1920 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.

#### 7. Confidential Meeting Notes

Copies of the Confidential meeting notes were not available.  
It was agreed to take this item to the next meeting.

#### 8. Update on CiLCA

A verbal update from the Chairman was received.

**9. Draft Staffing Structure**

The Chairman handed out copies of the Draft Staffing Structure which was read by members.

The Town Centre Manager was asked to leave the room.

After a proposal from Cllr Hamlyn, seconded by Cllr Shepherd,  
It was **PERS/19/1920 RESOLVED** that personnel committee recommend that  
Whitchurch Town Council establishes a staff pay award policy.

After a proposal from Cllr Chesters, seconded by Cllr Broders,  
It was **PERS/20/1920 RESOLVED** that the committee recommend that Whitchurch  
Town Council accept the Draft Staffing Structure, in principle, but it is implemented  
over an agreed timescale.

Meeting Closed at 2.15pm

Signed: ..... Date: .....