

# Whitchurch Town Council

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## PERSONNEL COMMITTEE

### MINUTES OF THE VIRTUAL PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 9<sup>th</sup> JULY 2020

#### Present:

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

#### In attendance:

Cllr Duffy, ex officio

Nicola Young, Town Clerk

It was reported that no-one in attendance was recording the meeting.

#### 1. Apologies

None

#### 2. Declaration of Interest

None.

#### 3. Minutes

After a proposal from Cllr Hamlyn, seconded by Cllr Chesters, it was **PERS/01/2021 RESOLVED** to sign and accept the minutes from the Personnel Committee meeting on 12<sup>th</sup> March 2020 as an accurate record, noting that Cllr Broders had only resigned from the position of Vice Chairman of the Committee, but remains a member of the Personnel Committee.

#### 4. Public Participation

No members of the public present.

#### 5. Council Complaints Procedure

After a proposal from Cllr Hamlyn, seconded by Cllr Chesters, it was **PERS/02/2021 RESOLVED** to amend current procedures to include the process on how Councillors can complain about members of staff.

#### 6. Confidential Business

After a proposal from Cllr Hamlyn, seconded by Cllr Chesters, it was **PERS/03/2021 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.

A reminder to those present that no recording should take place of confidential items in Personnel Committee & the recorder was switched off.

#### 7. Pay Award Policy

After a proposal from Cllr Hamlyn, seconded by Cllr Shepherd, it was **PERS/04/2021 RESOLVED** that Cllrs Hamlyn, Radford and the Town Clerk would look at the current policy and see how it can be developed further in line with staff appraisals.

**8. Town Clerk Review Process**

The Committee considered ways in which the Town Clerk can be supported more than an annual appraisal. Suggested way forward:

- a. 4 x quarterly reviews undertaken by a panel nominated by the Personnel Committee, namely, Cllr Hamlyn, Cllr Radford, Cllr Shepherd
- b. To make sure objectives are on track
- c. As a more frequent way of providing assistance and support

The Committee agreed with the Town Clerk to undertake quarterly performance reviews for Town Clerk and direct reports.

It became apparent to the Personnel Committee that Cllr Chesters was not alone in the room when discussing confidential items and was challenged on this point. Cllr Chesters left the meeting at 8.31pm

**9. Staff Performance Review**

The Town Clerk provided an update on performance.

**Meeting Closed at 9.18pm**

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

