

SHREWSBURY TOWN COUNCIL

PERSONNEL COMMITTEE

**Held at Livesey House, 7 St Johns Hill, Shrewsbury
on 23rd October 2025**

PRESENT

Councillors Jephcott, Micklewright, Mosley, Vasmer and Wilson (Chair)

IN ATTENDANCE

Clare Turner (Deputy Town Clerk)

01/25 APOLOGIES

RESOLVED:

There were no apologies received.

02/25 DECLARATIONS OF INTEREST

All twin-hatted members declared a personal interest in Shropshire Council should any matters relating to the Town Council's relationship with Shropshire Council arise.

03/25 STAFF APPRAISALS

The Committee debated the process followed for the Town Clerk's appraisal and the format for the previous year and for the current year.

The Committee debated the process for the appraisals of the Senior Management Team following the appraisal of the Town Clerk.

RESOLVED:

- (i) That the Chair and Vice Chair of the Personnel Committee to conduct the Town Clerk's appraisal and for the Deputy Town Clerk to set a date in the diary for this.**
- (ii) That the format for this year would remain as the current format and documentation.**
- (iii) That the Deputy Town Clerk to review the documentation and format for the Town Clerk and senior management team's appraisal going forward and for a recommendation to be provided at a future Personnel Committee meeting.**

04/25 FIXED TERM PROJECT OFFICER

The committee received a verbal update from the Deputy Town Clerk regarding the proposed new post of Project Officer, fixed term for two years. The committee debated the post and were given the opportunity to ask the Deputy Town Clerk questions.

The committee debated the purpose of the post, the area of responsibility, the salary banding, the level of seniority within the organisation, and projects to be delivered.

The committee debated the permanent positions of the Operational Manager – Horticulture and Operational Manager – Infrastructure & Amenities. The committee asked the Deputy Town Clerk for the information relating to these posts being made permanent.

It was proposed by Councillor A Mosely for the new position to be an Operations Director with a full oversight of all current operations including any new services as part of the devolution from Shropshire Council. It was not seconded therefore the motion failed.

RESOLVED:

- (i) That the Deputy Town Clerk write a draft JD & PS for a third Operational Manager, for the salary of this post to reflect the senior level within the organisation and for it to be a permanent position.**
- (ii) That a Personnel Committee meeting to be held asap, and for the proposed position to be debated and agreed.**

05/25 EXCLUSION OF THE PUBLIC

RESOLVED:

That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public be excluded from the meeting on the grounds that the following items being considered involve the disclosure of confidential information.

06/25 STAFF STATISTICS

The committee received a verbal update and information on staff statistics. The update was noted and the committee asked for the staff statistical report to be sent to members of the Personnel Committee.

07/25 STAFFING UPDATE

The committee received a verbal update from the Deputy Town Clerk on staffing matters and the confidential report previously provided to committee members. The committee had a debate and were given the opportunity to ask the Deputy Town Clerk questions. The committee notes the confidential report and its contents.

08/25 HEALTH & SAFETY UPDATE AND CHANGES TO LEGISLATION

The committee received and noted the health & safety update and information relating to the changes to legislation updated from the Deputy Town Clerk and noted the process begin followed to ensure the Town Council complied with legislation. The committee noted to work being completed by WorkNest for fire risk assessments and general risk assessments in the Town Council's buildings.

09/25 JOINT CONSULTATIVE COMMITTEE

The committee received and noted the verbal updated from the Deputy Town Clerk regarding the Joint Consultative Committee.

The committee asked for quarterly Personnel Committee meeting to be programmed in the diary quarterly.

Close of meeting: 13:05.