

SHREWSBURY TOWN COUNCIL

PERSONNEL COMMITTEE

**Held at Livesey House, 7 St Johns Hill, Shrewsbury
on 14th November 2025**

PRESENT

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

IN ATTENDANCE

Helen Ball (Town Clerk)

Clare Turner (Deputy Town Clerk)

10/25 APOLOGIES

RESOLVED:

That apologies be received and accepted from Councillor Vasmer

11/25 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.

12/25 NEW POST FOR TRANSFORMATIONAL MANAGER

The committee received a verbal update from the Town Clerk regarding the proposed new post of Transformational Project Officer, fixed term for two years. The committee debated the purpose of the post, draft JD & PS, salary banding, hours, level of seniority, project outcomes and the support this role will give the Town Clerk and Senior Management Team in the delivery of the devolution of services from Shropshire Council. The committee were given the opportunity to ask the Town Clerk questions.

RESOLVED:

- (i) That the Personnel Committee recommend at the next Full Council meeting the recruitment of this new post – Transformational Project Manager, with a salary of up to NJC J9, hours to be up to 37 hours with consideration of 3 to 4 days for the preferred candidate and the recruitment process to start as soon as Full Council resolve the recommendation.**
- (ii) That the interview panel to include Councillor R Wilson plus the Town Clerk and one member of the Senior Management Team.**

13/25 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.

14/25 STAFFING UPDATE

The Deputy Town Clerk informed the committee there was no update.

Close of meeting: 10:45.