

SHREWSBURY TOWN COUNCIL

PERSONNEL COMMITTEE MEETING HELD VIA TEAMS ON 26 MARCH 2021

PRESENT

Councillors – H Fraser, A Mosley (Chairman), I Jones, K Pardy & A Phillips (attending as a substitute for Councillor Nutting)

APOLOGIES

Councillor Nutting

As the independent note taker was no longer to attend the meeting, it was agreed by all attending that the meeting be recorded and the minutes be produced by the Deputy Town Clerk following the meeting. The recording would be deleted as soon as the minutes were produced and would not form a formal record of the meeting.

17/20 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.

Councillor Fraser had raised a potential conflict of interest prior to the meeting regarding becoming a consultant who may tender for work in the future, once she had ceased acting as a councillor. It was agreed that arrangements that may happen in the future did not represent current conflicts of interest and that Councillor Fraser would be subject to appropriate competitive tendering process to obtain a contract for work in the future just as any other applicant would be.

18/20 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.

19/20 MATTERS ARISING FROM PERSONNEL COMMITTEE MEETING HELD ON 14 & 21 DECEMBER 2020

- i) **To approve the minutes of 21 December and report on progress following Personnel Committee decisions.**

The minutes were approved as an accurate record of the meeting. Councillor Fraser abstained from the decision as she was not present at the meeting. A discussion about actions since the last meeting followed.

- ii) **To receive an Interim Report from Ellis Whittam (HR Consultancy).**

There was a detailed discussion about the contents of the report.

Resolved:

- **That following a recommendation from Ellis Whittam in the interim report, any potential disciplinary action would be withdrawn and, instead, a process of mediation to resolve the issue be set in place. As any potential disciplinary process had been withdrawn, no record would be held on any staff files.**
- **Councillor Mosley would contact Ellis Whittam on behalf the Committee to investigate costs and, if agreed by the Committee via email, engage them to facilitate the mediation process.**
- **That the Committee on behalf of full Council formally recognise that errors had been made relating to handling of the grievance procedures from a member of staff and that processes be reviewed and appropriate training provided to staff and councillors.**
- **That the outcome of the Personnel Committee and next steps be communicated in writing by Councillor Mosley on behalf of the Committee.**

(iii) To consider the correspondence relating to a recent staffing matter.

There was a discussion about correspondence that had been received from a member of staff following the consideration of their grievance and the last Personnel Committee meeting on 14 December 2020.

Resolved:

- **That an appeals panel be set up as soon as physical meetings were allowed to formally consider the issues raised. The panel would comprise of councillors who had not previously heard the matter via Grievance or Personnel Committee and therefore both the current Mayor and Deputy Mayor were precluded.**