

SHREWSBURY TOWN COUNCIL
JOINT CONSULTATIVE COMMITTEE
MEETING HELD AT LIVESEY HOUSE, 7 ST JOHNS HILL
ON 21ST JANUARY 2026

PRESENT

Councillors Alan Mosley, Rob Wilson & Alex Wagner (Chair),
Staff Adam Clifford, Andy Hall, Amy Jones, Chris Kane, Sally Nicholson, and Ian Thorpe
Union Not in attendance

IN ATTENDANCE

Helen Ball (Town Clerk), Clare Turner (Deputy Town Clerk), Stuart Farmer (Operations Manager – Infrastructure and Amenities) & Danny Powell (Operations Manager – Green Infrastructure)

19/25 APOLOGIES

RESOLVED:

That apologies be received from Unison and Andy Watkin (RFO).

20/25 DECLARATIONS OF INTEREST

Those twin-hatted Councillors declared an interest in Shropshire Council.

21/25 MINUTES OF THE PREVIOUS MEETING

The Notes of the meeting held on 1st October 2025 had been circulated prior to the meeting and were agreed as an accurate record of proceedings.

RESOLVED:

That the Minutes of the Joint Consultative Committee held on 1st October 2025 be agreed as a correct record.

22/25 MATTERS ARISING

i. Drug and Alcohol Policy Drafting

The Deputy Town Clerk informed the committee further investigation had been undertaken regarding the implementation of a Drugs & Alcohol Policy to understand legal implications.

Operation Managers were looking at sampling testing equipment. This will inform this and other policy creation which will be brought to the JCC ahead of seeking formal ratification.

ii. Review of Code of Conduct Ongoing

The Deputy Town Clerk informed the committee this work was on-going. She had commissioned WorkNest to review all Conduct related policy references within all of the council's Policies to ensure consistency. Once this piece of work is completed it would be presented to the JCC for review.

iii. Pub Club

Upon the recommendation of the JCC the first Pub Club has taken place, with the second one scheduled for 27th March. Suggestions are being sought as to a venue.

iv. Bloom Thankyou

It is the intention this year to organise a Bloom Celebration event between judging and the awards ceremony as a thank you to all staff for the work they carry out.

v. Staff Training

The Deputy Town Clerk was developing a Training Programme in conjunction with the Operations Managers'. This will not only deal with Face-2-Face Training and Group Training but a programme of online training tailored to the needs of every member of staff. All staff will from now on have corporate email addresses and the Weeping Cross Canteen will be redeveloped into a fully equipped Training Room with laptops for staff use. Currently there was a requirement to expedite Data Protection Training to all staff to enable the Council to comply with the new Assertion 10 of the Accounts and Governance Report (AGAR).

Councillor Mosley enquired whether various training would be mandatory; he made reference to mandatory Cyber Security Training at Shropshire Council. The Deputy Town Clerk advised that there was an expectation that all staff would undertake training that has been allocated to them

23/25 ITEMS RAISED BY THE COUNCIL

(i) Devolution of Services

The Deputy Town Clerk reported that officers had undertaken significant work to transfer street cleansing services from Shropshire Council to the Town Council. This was a Council decision as there were requirements to factor the cost of the service in the budget and members had been provided with all the necessary information to make an informed decision. The aim was that Shropshire Council will pay for a baseline service; this will subsequently be enhanced by the Town Council. Current staffing increases involved 9 street cleansing operatives and a further 4 back-office staff.

All depots were being reviewed and tidied with a view to accommodating more operational staff, plant and vehicles.

Officers had been working on information supplied by Shropshire Council, but where that was not forthcoming, Officers had made informed decisions based on their knowledge of the service and experience from elsewhere.

Throughout there had been a programme of communications with all staff to help inform the process.

Councillor Mosley asked what consultation had been held with staff; he felt there was a difference between informing staff and taking on board their views. The Deputy Town Clerk reported that engagement with staff had gone on for 2 years through Operational Manager Meetings and the Quarterly Staff Meetings and their views had helped to inform proposals. In response Sally Nicolson advised that Admin Staff had been fully engaged and had their views taken into account. Councillor Mosley asked other Staff Members whether this was the case throughout the rest of the organisation; all said it was.

Councillor Wilson reported that he had visited all of the depots and he was scheduled to repeat the visits shortly. He said he was conscious of the need to improve depots, particularly Sundorne and the Quarry and funding had been set aside in the budget to improve staff welfare. In terms of the Devolution of Service, he felt the Council couldn't consider such a course of action if the staff had not been so fully engaged with the process.

Chris Kane asked the Deputy Town Clerk whether another big Staff Meeting was going to be organised again; she said it was planned.

Councillor Mosley made reference to the lack of attendance of Unison and enquired whether they had been made aware of proposals. The Deputy Town Clerk advised that Unions were fully on board with the proposals and she met regularly with the Unison Team in Shrewsbury.

Councillor Wilson wished to acknowledge Chris Kane's quote at the previous meeting that Staff treat looking after the Town and its assets as their own front garden. He had used this quote a number of times of late and acknowledged where it had originated from.

(ii) Accommodation

The Deputy Town Clerk reported on the need to review all of the Council's operational and administrative places to ensure the organisation could accommodate additional demands from taking over these services.

All Depots were being reviewed and tidied. These had involved everyone. Officers were currently considering short term office accommodation to address desk shortage and Architects had been commissioned to develop new layout plans to maximise capacity at Weeping Cross.

Officers were also looking at changes to Sundorne to improve operational provision in that area; this had been discussed with staff based at Sundorne and their view had been taken into account.

(iii) Health & Safety

The Deputy Town Clerk reported that WorkNest had been commissioned to undertake General and Fire Risk Assessments at all sites. This was identifying necessary works to be carried out; these required completion within various timescales. Staff were currently working through actions requiring immediate attention.

(iv) Health Surveillance

The Deputy Town Clerk reported that she was talking to a number of organisations about provision of health screening including eye and hearing tests, blood pressure checks and all other matters to support a healthy workforce. Ultimately this will require a policy which will be brought to the JCC ahead of adoption.

Councillor Mosley enquired whether this included Occupational Health. The Deputy Town Clerk advised that currently the Town Council procured Occupational Health Services through Shropshire Council, but this was being reviewed along with the potential of establishing pre-appointment health screening.

Chris Kane asked whether there might be any investigation as to whether a Private Health Insurance could be looked at that staff could buy into. The Deputy Town Clerk advised that it wasn't in the currently thinking, but she would happily look into it.

Amy Jones enquired whether this screening might involve Hand Arm Vibration testing and whether there might be potential for HAVs Watches. The Operations Manager reported that work was ongoing within the sector to address various vibration issues. All machinery was now sourced that address HAV needs and the Council procured anti-vibration gloves. He was happy to investigate HAVs Watches.

Councillor Wilson asked whether Flu Jabs could be offered. The Deputy Town Clerk advised that this was also being looked into.

(iv) Staff Appraisals

The Deputy Town Clerk reported that the Town Clerk had undertaken her staff appraisal. This would trigger appraisals for the Senior Management Team and would be cascaded through the organisation

RESOLVED:

That committee noted the updates provided and the actions for the Senior Management Team.

24/25 ITEMS RAISED FROM STAFF REPRESENTATIVES

Quarry Management Plan – Amy Jones asked whether there had been any progress. The Operations Manager reported that the Tender had now closed and would be reviewed. It included all aspects of developing a Management Plan for the Quarry. The Town Clerk suggested that given Quarry staff had been involved in the drafting of the Invitation to Tender, there was no reason why they shouldn't be involved in the selection and interview process.

Councillor Wilson advised that if there were any short-term measures that could be addressed ahead of the outcome of the final Management Plan he was keen that they are considered, but he emphasised the need for a Long-Term Plan

RESOLVED:

That committee noted the items raised from staff representatives and the action for the Deputy Town Clerk.

25/25 NEXT MEETING

It was noted that the date of the next meeting would be 15th April 2026