

SHREWSBURY TOWN COUNCIL

PERSONNEL COMMITTEE

**Held at Livesey House, 7 St Johns Hill, Shrewsbury
on 28 September 2023**

PRESENT

Councillors – Mosley (Chair), Green, Moseley and Vasmer

IN ATTENDANCE

Helen Ball (Town Clerk) and Amanda Spencer (Deputy Town Clerk)

11/23 APOLOGIES

Apologies were received from Councillor Kevin Pardy.

12/23 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.

13/23 MINUTES OF THE LAST MEETING

The minutes of the Personnel Committee meeting held on 25 May 2023 was circulated and submitted as read.

RESOLVED:

That the minutes of the Personnel Committee Meeting held on 25 May 2023 be approved and signed as a correct record.

14/23 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.

15/23 MATTERS ARISING FROM THE MINUTES OF 25 MAY 2023

1. Review of Operational Staff

Councillor Mosley asked for an update regarding the consultant who had recently reviewed the operational structure of the Town Council. The Town Clerk responded that she had received a draft report from the consultant previously in order to make any factual corrections and was now in receipt of the final report. This had not been shared with any other member of staff at this point.

She explained that the report gave a number of options for the future structure of the operational team as well as other recommendations.

It was agreed that a special meeting of the Personnel Committee take place to consider the report in detail and to consider the next steps. This was set for 12 October 2023.

2. Car Parking for Staff

It was confirmed that staff car parking was still available at Raven Meadows. This would need to be reviewed once the Smithfield Road development commenced.

3. Staff Facilities at the Quarry

It was agreed that a future meeting of the Quarry Working Group be set up to consider staff facilities.

16/23 STAFF STATISTICS

The Deputy Town Clerk had prepared staff statistics for leavers, starters and sickness absence in the last quarter.

It was noted that a Mayor's Driver had finally been recruited and was due to start work in November.

Councillor Green asked why the number for Minor Illness – Other was so high and the Deputy Town Clerk explained that this was obscured by one member of staff being off sick for a long period of time.

RESOLVED:

That benchmarking data for staff sickness be presented at the next meeting of the committee.

17/23 STAFF APPRAISALS

A discussion took place about the format of appraisals for the Senior Management Team.

RESOLVED:

That the Deputy Town Clerk update the Senior Management Team appraisal as agreed and then to send this to the Personnel Committee to take forward.

18/23 SHREWSBURY TOWN COUCIL POLICIES

The Deputy Town Clerk presented a number of revised and new HR policies to the committee for consideration. These had already been considered by the Joint Consultative Committee, the unions and members of staff for comment.

A number of suggested changes were made for each of the policies as follows:

Capability Procedure (new policy)

- Change the term 'disabled people' to 'people with a disability'
- Add a flow chart in at the end of the policy

Disciplinary Procedure

- Add a flow chart in at the end of the policy

Flexi-time Policy

- Clarify who can access flexi-time
- Add the days of the week into the 'core time' section
- Reword the authorised absence section to make it clearer

Grievance Procedure

- No changes

Job Evaluation Policy

- Ensure members of the Personnel Committee are Job Evaluation trained

No Smoking Policy

- Investigate what other employers include about vaping in their policies

Pensions and Retirement Policy

- No changes

RESOLVED:

That subject to the agreed changes, the policies be taken to Full Council for final approval and adoption.

19/23 ANTI-RACISM CHARTER

The Deputy Town Clerk alerted the committee to the Anti-Racism Charter that Unison had proposed for adoption.

RESOLVED:

That the charter be taken to the next meeting of Finance and General Purposes for consideration.