

SHREWSBURY TOWN COUNCIL

PERSONNEL COMMITTEE

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

PRESENT

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

IN ATTENDANCE

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

31/23 APOLOGIES

There were none.

32/23 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.

33/23 MINUTES OF THE LAST MEETING

The minutes of the Personnel Committee meeting held on 16 November 2023 were circulated and submitted as read.

RESOLVED:

That the minutes of the Personnel Committee Meeting held on 16 November 2023 be approved and signed as a correct record.

34/23 HR 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 before being presented to the Committee.

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

Flexible Working Policy

It was noted that this was a new policy for the Town Council. It was agreed to add the word 'in writing' to the following sentence: 'An appeal meeting will be held within 14 days of receipt of the application and the final decision will be communicated to the member of staff within 14 days.'

Menopause Policy

It was noted that this was a new policy for the Town Council. No changes were suggested.

Stress Management Policy

It was noted that this was a new policy for the Town Council. No changes were suggested.

Training and Development Policy

It was noted that this was a new policy for the Town Council. No changes were suggested but it was agreed that a summary of training and an evaluation of feedback should be presented to Personnel Committee at the end of each year.

Violence and Aggression at Work Policy

It was noted that this was a new policy for the Town Council. No changes were suggested but it was agreed that consideration should be given to the issue in regards to protecting councillors.

Induction and Probation Policy

It was noted that this policy had been last reviewed in 2022. No suggestions for changes were made.

Job Share Policy

It was noted that this policy had been last reviewed in 2022. No suggestions for changes were made.

Leave Policy

It was noted that this policy had been last reviewed in 2022. No suggestions for changes were made.

Maternity Leave Policy

It was noted that this policy had been last reviewed in 2022. No suggestions for changes were made.

Officers Code of Conduct

It was noted that this policy had been last reviewed in 2022. No suggestions for changes were made.

Parental Leave Policy

It was noted that this policy had been last reviewed in 2022. No suggestions for changes were made.

Redeployment Policy

It was noted that this policy had been last reviewed in 2022. No suggestions for changes were made.

Redundancy and Compensation Policy

It was noted that this policy had been last reviewed in 2022. No suggestions for changes were made.

Disclosure and Barring Policy

It was noted that this policy had not been updated for some years. No suggestions for changes were made.

Health and Safety Policy Statement

It was noted that this policy had not been updated for some years. No suggestions for changes were made.

Whistleblowing Policy

It was noted that this policy had not been updated for some years. No suggestions for changes were made.

RESOLVED:

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

35/23 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.

36/23 REVIEW OF OPERATIONAL STAFF

An update on the review of Operational staff was considered.

There then followed a discussion about the Town Council's role should a major event take place in the town.

RESOLVED:

That a confidential briefing on the Town Council's obligations under Martyn's Law be held for all members.

37/23 STAFF STATISTICS

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

It was suggested that future reports separate out short and long-term sickness so as not to skew the numbers presented.