

SHREWSBURY TOWN COUNCIL
JOINT CONSULTATIVE COMMITTEE
MEETING HELD AT LIVESEY HOUSE, 7 ST JOHNS HILL
ON 2 JULY 2025

PRESENT

Councillors Alan Mosley, Jamie Daniels (Substitute), Alex Wagner (Chair), &
 Rhys Gratton (Substitute)

Staff Adam Clifford, Andy Hall, Amy Jones, Chris Kane, Sally Nicholson, and Ian Thorpe

Union Not in attendance

IN ATTENDANCE

Clare Turner (Deputy Town Clerk), Stuart Farmer (Head of Operations – Infrastructure and Amenities) and Andy Watkin (Head of Resources)

01/25 NOTIFICATION OF THE NEW CHAIRMAN FOR THE MUNICIPAL YEAR

Andy Hall, outgoing chair, welcomed everyone to the meeting.

Councillor Alex Wagner was nominated as the member Chairman for JCC for the municipal year.

RESOLVED:

That Councillor Alex Wagner was appointed as the Chairman for the JCC for the municipal year.

Councillor Alex Wager thanked Andy Hall as the outgoing Chair and welcomed everyone to the meeting.

02/25 TERMS OF REFERENCE

The Deputy Town Clerk provided a verbal update on the purpose of the JCC Committee, and the terms of reference agreed at the Annual Meeting of the Council.

The terms of reference were noted.

03/25 APOLOGIES

RESOLVED:

That apologies be received from Councillors Wilson and Fejfer.

04/25 DECLARATIONS OF INTEREST

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

Andy Hall declared an interest in Shropshire Council, and it was confirmed he was attending the meeting as a member of staff for Shrewsbury Town Council.

05/25 THANKS TO RETIRING REPRESENTATIVES

Councillor Wagner thanked all retiring members of the JCC Committee for their work during their tenure. The Deputy Town Clerk was asked to formally write a thank you to each retiring member.

06/25 WELCOME TO NEW MEMBERS

Councillor Alex Wagner welcomed all new members, both staff and members to the JCC. An individual introduction was made by all members in attendance.

07/25 MINUTES OF THE PREVIOUS MEETING

The Notes of the meeting held on 9 April 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 9 April 2025 be agreed as a correct record.

08/25 MATTERS ARISING

Review of conversations with all STC teams by the Deputy Town Clerk

The Deputy Town Clerk gave a verbal update on the report circulated prior to the meeting. This action had been agreed at the meeting held on the 9 April 2022. The conclusion was that in the main staff were generally happy in their roles and with the organisation, but would like to have regular updates put in the place which include 'Myth Busting' questions to be answered to ensure that staff hear the correct information and not gossip or untruths. There were some members of staff who were unhappy with past decisions made by the organisation or the process that had been completed and as a general comment it was always a challenge within any organisation that had multiple office and operational sites to eradicate untruths or prevent them from stating.

The report was debated, and members were given the opportunity to ask questions. Councillor Mosley requested a copy of the report, findings and action plan completed by the consultant Mr Reg Williams, to be circulated and for this to be compared against the report finding completed by the Deputy Town Clerk. Councillor Mosley informed that he had offered, when he was Leader of the Council, to meet with staff but had not received any requests. It was confirmed that the current Leader had already met with individual teams, and this was on-going within the diary. Councillor Wagner requested, where possible, for Councillor representation to be present for larger meetings.

The Deputy Town Clerk made the following recommendations:

- To hold general organisational staff updates twice per year in October and April, to include Myth Busting questions from staff, financial update, SMT update, Events update and Major Project update.
- All members of staff attend the induction presentation for STC (the presentation has already been created and operational for new members of staff).
- To create a system of recording the allocation of free tickets given for distribution to all staff and annual fishing permits across the organisation to ensure the system is fair and equitable for all staff. (This will not include invites to members of staff which form part of their role and position within the organisation).

The general organisation staff updates would include:

- SMT update to include key information and key diary information:
 - Town Clerk
 - Deputy Town Clerk
 - Head of Operations - Horticulture
 - Head of Operations – Infrastructure and Amenities
- Finance update to include up to date budget and key information
- Project update to include any key projects for the organisation
- Events update to include plan for next 6 and 12 months
- Myth Busting to include questions raised by staff

RESOLVED:

That the report was noted and agreed the recommendation be taken forward.

Councillor Wagner thanked the Deputy Town Clerk for the report and the time spent meeting with the staff and collating the information in a neutral way.

09/25 ITEMS RAISED BY THE COUNCIL

(i) Health & Safety

The Deputy Town Clerk reported that new accident report forms were being provided through the organisation to be used, this would ensure consistency in one report form being used. These would be collated and reviewed as part of the recording process to make recommendations for reducing accidents, near misses and incidents within the organisation. It was reported that a review of First Aid Kits across the organisation would be taking place to ensure that everything was in date and the different teams had to have the correct kits available to them. It was reported that a member of staff had raised a question regarding all vehicles having a glass hammer within the vehicle, including a seat belt cutter. It was confirmed that this was being investigated, and each vehicle would include one of these shortly.

(ii) Policies and Procedures

(a) Drug & Alcohol Policy

The Deputy Town Clerk reported that a review of the Drug & Alcohol Policy with possible inclusion of random testing of all staff would be taking place. It was highlighted that part of the process was for discussions and consultation with all staff, as well as the process being handled sensitively and to proceed with caution before formal recommendation made by the relevant Committee and Full Council. She also highlighted that this was to ensure the wellbeing of staff especially those who drove council vehicles, machinery and used chemicals. The Head of Resources informed that questions were increasing from insurance companies relating to policies and procedures in particular relating to driving, the Council had a duty of care to all employees and members of the public.

Members debated and were given the opportunity to ask questions. Suggestions were made by members to include the wording 'all staff' in any headline of explanation to eliminate doubt that this policy is for all members of staff, for the communication and introduction of random testing to be handled sensitively, to consider all staff be tested at the same time so teams didn't feel they were being targeted. A question was raised regarding ensuring contractors working for the Town Council and/or representing the Town Council had a policy with this included, the Deputy Town Clerk confirmed this could be looked as part of the procurement process.

Councillor Wagner left the meeting and Councillor Jamie Daniels took over as Chairman for the remainder of the business to be transacted.

(b) Review of Code of Conduct

The Deputy Town Clerk provided a verbal update on the review of the Code of Conduct that would be taking place. This was to ensure that the policies and procedures were embedded within the organisation that included a read through this document for employees. She advised of examples of the use of personal mobile phones and vehicle cleanliness; the vehicle cleanliness was something that had been raised by a member of staff.

Members debated and were given the opportunity to ask questions.

10/25 ITEMS RAISED FROM STAFF REPRESENTATIVES

There were no items raised.

11/25 NEXT MEETING

It was noted that the date of the next meeting would be 1 October 2025