

TEWKESBURY TOWN COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 6TH DECEMBER 2017 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 2.30 PM

Present: Cllrs C Danter (Chairman), P Aldridge, S Raywood and P Workman
D Hill (Locum Clerk, minutes)

Observing: Cllrs K Brennan, H Burns, S Carter, K Powell and J Raywood

- 1) To receive apologies**
None received.
- 2) To receive declarations of interests**
None received.
- 3) To receive dispensations**
None.
- 4) To note the delegated powers of the Personnel Committee as agreed as the extraordinary Finance & Staffing Committee meeting held on 5th October 2017 and as ratified at the extraordinary Full Council meeting held on 14th November 2017**
The minutes of the meetings were noted.
- 5) To consider and appoint additional committee member(s) to the Personnel Committee in accordance with Local Government Act 1972, s. 102(3) in relation to the current disciplinary proceedings in order to maintain impartiality**
It was proposed to appoint Elaine Hancox as a committee member. Proposed by Cllr Aldridge, seconded by Cllr S Raywood. Unanimous, **motion carried.**
- 6) To agree the date, time and place of the disciplinary hearing and to note the committee members attending the hearing**
It was agreed that the hearing will be held on Monday 11th December at 3.00 pm in the Fitzhamon Room at The Abbey Visitors Centre. All members of the Personnel Committee will be available for the hearing but it was noted that not all members may be required to attend. An update on this position will be provided to committee members if applicable.
- 7) To agree that the Council's HR Advisor will attend and take notes at the disciplinary hearing.**
It was agreed that the Council's HR Advisor will be in attendance.
- 8) To appoint a Chairman of the Personnel Committee for the disciplinary hearing**
It was proposed to appoint Elaine Hancox as Chairman of the Personnel Committee for the disciplinary hearing. Proposed by Cllr Danter, seconded by Cllr Aldridge. Unanimous, **motion carried.**

- 9) **To agree that any appeal received from the disciplinary hearing will be referred to an extraordinary meeting of the Full Council.**

It was agreed that any appeal will be referred to Full Council.

- 10) **Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of items 11 and 12 on this agenda.**

Proposed by Cllr Aldridge, seconded by Cllr Raywood. Unanimous, **motion carried.**

- 11) **To receive a report from Cllr Danter following the informal investigation meeting**

Cllr Danter reported that the informal investigation meeting had not taken place.

- 12) **To consider the evidence from the investigation and to confirm the evidence to be used in the disciplinary hearing**

The evidence pack was presented to all committee members and the evidence pack was discussed and confirmed for use in the disciplinary hearing.

There being no further business the meeting closed at 3.10 pm.

Signature of Chairman upon approval of Minutes

2017