



Parkers Farm Community Centre
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Dated: 27th August 2026

NOTICE OF A COUNCIL MEETING

To All Members of the Personnel Committee,

Notice is hereby given that the **Personnel Committee Meeting** of Birchwood Town Council will be held on **Tuesday 08th September 2026 at 12.30pm** at Parkers Farm, Delenty Drive, Birchwood, WA3 6AN for the purpose of transacting the business set out in the attached agenda.

Signed: *David Ball*

Councillor David Ball

Chairman Personnel Committee

Committee Membership:

Cllr David Ball (Chairman)	Cllr Nigel Reeves
Cllr Barry Allman	Cllr Tim Price
Substitute Members:	Cllr Mike Evans & Cllr Barry Allman
Ex-Officio:	Cllr David Ellis & Cllr Julie Brereton - Chair & Vice-Chair of the Council

*Committee Terms of Reference are available within the Scheme of Delegation

*Meetings are open to the press and public by virtue of the Public Bodies Admissions to Meetings Act 1960 s1 unless the presence is prejudicial to the public interest (s2).

Birchwood Town Council

Personnel Committee Meeting – Tuesday 08th September 2026

A G E N D A

1) Apologies

To receive and note apologies and reasons for absence.

2) Declarations of Pecuniary & Other Interests

To receive declarations of any disclosable pecuniary or other interests relating to items on the agenda and to consider any dispensation requests submitted in writing to the Proper Officer in accordance with the Standing Orders.

Note for Members: Unless granted a dispensation, a member with a disclosable pecuniary or other interests shall not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting and must not remain in the room in accordance with the requirements of the Standing Orders and Code of Conduct. Councillors may speak on the matter only if members of the public are also allowed to speak at the meeting.

3) Committee Minutes

To receive and approve the draft minutes of the Personnel Committee meeting held on the 18th August 2026 and confidential notes.

4) Exclusion of the Press and Public

To consider and resolve the agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies Admissions to Meetings Act 1960 for matters appertaining to confidential business.

5) Confidential Employment Matter

To receive and consider updates relating to a confidential employment and welfare matters and to progress and resultant actions.

Note – Cllr Julie Brereton is the authorised contact for Worknest.

6) Employment Contracts

To follow up on employment contract matters reported at the Full Council meeting held on the 25th August 2026 and to resolve any further actions:

- Training Recoupment Clause (queried by two staff). One contract has been signed; two are outstanding.
- Updated Job Description for the Senior Maintenance Officer
- Contract for Deputy Clerk/Deputy RFO

7) RFO Recruitment

To review the applications received for the RFO recruitment and progress the next steps. Members may wish to review the recruitment in view of the current business continuity arrangements reported at the Full Council meeting held on the 25th August 2026.

8) Interim Business Continuity Arrangements

To review the current business continuity arrangements and resolve any further actions, inclusive of costs.

- Deputy Clerk/Deputy RFO workload management (Updates + progress)
- Appointment of Outsourced Financial Support from the Internal Audit Forum
- Explore the potential appointment of a Locum Clerk on 20 hours per week.

9) Maintenance Service Review

To undertake a review of the Maintenance Service including consultation with all maintenance team members. The committee may wish to appoint a lead member or members to consult with employees.

10) Annual Appraisal Process

To review and confirm the annual appraisal procedure for council employees and for the Town Clerk. Further advice and guidance may be obtained from Worknest. The Town Councils employee handbook does not include a formal procedure for undertaking appraisal. The handbook refers to the following:

- *Your Town Clerk will remain responsible for supervising and assessing you in the same way as staff based in the workplace and will agree the best way to appraise your performance and provide ongoing supervision in a remote way.*

Extracted from the Good Councillors Employment Guide:

- Performance management is a continuous process. A regular review of an employee's performance is an effective tool. It also allows an employee to give their views to the manager. Performance reviews or appraisal discussions normally set and review objectives which align to the plans and priorities of the council. Objectives should be 'SMART': Specific | Measurable | Achievable | Realistic | Time-bound For example 'answer the phone correctly' as a SMART objective might look like 'Each week, answer 95% of calls within five rings, offering 'Good morning/Good afternoon' and the name of the council'
- WHO SHOULD MANAGE THE CLERK?
 - The management of the clerk differs from the management of other employees because the clerk is the council's most senior employee. As such, management of the clerk cannot be delegated to another employee. Management of the clerk by the full council is generally ineffective and cumbersome. It is highly recommended that it is delegated to a staffing committee to which the council should give clear terms of reference. Staffing committees should adopt relevant standing orders for lawfully authorising clerks' sick leave, annual leave and the discussion of sensitive matters such as informal grievances and disciplinary matters. They would also be responsible for any decisions relating to recruitment or termination of clerks' employment contracts. Any appeals arising from disciplinary or grievance matters should be made in accordance with the council's disciplinary and grievance policy

11) Items for a Future Agenda

To agree any additional items for consideration and inclusion at a future committee meeting.

12) Date of the Next Meeting

To agree a date, time and venue for the next Personnel Committee Meeting.