

BRIDGNORTH TOWN COUNCIL

**Minutes of the Personnel Committee meeting held in the Mayor’s Parlour,
College House on Tuesday 28th May 2019 at 10 am.**

Present: Councillors:
R Fox (Chairman)
K Hurst-Knight
E Marshall
C Whittle
C Dyson

In attendance: L Jakeman – Town Clerk

Absent: Nil

Apologies: Nil

This being the first meeting of the newly formed Personnel Committee members agreed unanimously that Cllr Fox chair the meeting for the first item on the agenda.

0040/1920 ELECTION OF CHAIRMAN

RESOLVED that Cllr Fox be Chairman of the Personnel Committee.

0041/1920 ELECTION OF DEPUTY CHAIRMAN

RESOLVED that Cllr Hurst-Knight be Deputy Chairman of the Personnel Committee

0042/1920 APOLOGIES FOR ABSENCE

NIL

0043/1920 DECLARATIONS OF INTEREST

NIL

0044/1920 TERMS OF REFERENCE

Members noted and discussed the terms of reference. Members felt that the Terms of reference would need some amendments for clarity and asked that the Town Clerk consider some of the comments raised with a view to tabling a modified version at the next committee meeting.

Members noted that this was the first meeting of the newly formed personnel committee and discussed a number of general topics regarding roles and responsibilities, current legislation and Town Council procedures. They further noted that throughout the course of the year and beyond there were many items to be discussed /reviewed and acknowledged that they would not be able to address all matters at the same time. Members agreed that they would want to consider a revised Staff Handbook at the next meeting and review/ be briefed on the Council appraisal system.

Members discussed frequency and likely standard format of future personnel meetings.

RESOLVED:

- i. **That the next meeting of the Personnel Committee be held on Thursday 12th July 2019.**