

**BRIDGNORTH TOWN COUNCIL**

**Minutes of the Personnel Committee meeting held at  
College House on Friday 17<sup>th</sup> January 2020 at 10.00am.**

Present:

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

In attendance: L Jakeman – Town Clerk  
A Kendrick – PA to the Town Clerk (in part)

0357/1920 **APOLOGIES FOR ABSENCE**

Nil

0358/1920 **DECLARATIONS OF INTEREST**

Nil

0359/1920 **MINUTES**

**RESOLVED:** that the minutes of the Personnel Committee meeting held on 31<sup>st</sup> October 2019, be signed by the Chairman as a true record.

0360/1920 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**RESOLVED** in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

*(Clerk's Note: Elements of the discussions and any contractual details are confidential however, the nature of any decisions are for public record).*

0361/1920 **STAFFING MATTERS**

- Members received a verbal report from the Town Clerk on general staffing matters/ terms of service.
- Members discussed a wide range personnel related matters that might have a budgetary impact:
  - o Update on national agreement regarding pay increases.
  - o Confirmation of employer Pension Contributions as a result of the recent actuarial review (Macleod).
  - o Staff training budgets.
  - o Manning requirements for Town Hall/ CCTV / College House etc
- Members discussed a number of staffing matters that have arisen since the last meeting of the personnel committee including
  - o Staff departures / retirements
  - o Sick absence
  - o Training
  - o Recruitment
  - o Temporary contracts
  - o Job descriptions

**RESOLVED: to forward a confidential report summarising the discussions, any delegated decisions made, and any recommendations to Town Council** (confidential as the matter related to staffing issues).