



5th July 2019

A meeting of the **PERSONNEL COMMITTEE** will be held in The Mayor's Parlour, College House, St Leonard's Close, Bridgnorth on **Friday 12th July 2019** at **10.00a.m** when members are summoned to attend.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'L Jakeman'.

Mr L Jakeman PSLCC
Town Clerk
Telephone: 01746 762231

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes

Members are asked to confirm the minutes of the Personnel Committee meeting held on Tuesday 28th May 2019

(PERS/01/1920 on the Town Council website)

4. Terms of Reference

To consider a revised draft

(Appendix A on the Town Council website)

5. **Public Bodies (Admission to Meetings) Act 1960**

RECOMMENDED 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.

The following items are being discussed in confidential as they may relate to engagement, terms of service, conduct and dismissal of employees.

6. Employee Handbook
 7. Exit Interviews
 8. Staffing Matters
 9. Town Clerk's Appraisal
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Distribution:

Action: Cllrs: Dyson, Hurst-Knight, Fox, Marshall and C Whittle (Committee Members)

Information:

All non-committee Town Councillors, Town Council web-site and notice boards