

BRIDGNORTH TOWN COUNCIL

Minutes of the Personnel Committee meeting held in the Mayor’s Parlour,
College House on Thursday 22nd August 2019 at 2.00pm.

Present:

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

In attendance: L Jakeman – Town Clerk

Absent: Nil

Apologies: E Marshall

DRAFT UNTIL SIGNED AT A SUBSEQUENT MEETING

0181/1920 **APOLOGIES FOR ABSENCE**

RECOMMENDED: to note the following apologies:

Councillor E Marshall – personal commitment

0182/1920 **DECLARATIONS OF INTEREST**

Nil

0183/1920 **MINUTES**

RESOLVED: that the minutes of the Personnel Committee meeting held on 12th July 2019, be signed by the Chairman as a true record.

0184/1920 **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).

- Members received a verbal report from the Town Clerk on general staffing matters/ terms of service.
- Members reviewed staff appraisals that have recently been undertaken.
- Members discussed potential courses of action that arose from comments in the appraisals.
- Members discussed a wide range of staffing related matters that have arisen since the last meeting of the personnel committee including e.g.:
 - o Staff departures / retirements
 - o Sick absence
 - o Special Leave
 - o Training
 - o Recruitment
 - o Extensions of contracts
 - o Complaints/Disciplinary/Grievances
 - o Training requirements
 - o Staffing Policies
- **Members agreed a number of contractual arrangements and further agreed a number of recommendations that should be put before Town Council and instructed the Clerk to document them.**

RESOLVED: to forward a confidential report to Town Council (confidential as the matter related to staffing issues)