

BRIDGNORTH TOWN COUNCIL

**Minutes of the Personnel Committee meeting held in the Mayor’s Parlour,
College House on Thursday 31st October 2019 at 2.00pm.**

Present:

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

In attendance: L Jakeman – Town Clerk
R Williams – Responsible Finance Officer

0186/1920 APOLOGIES FOR ABSENCE

RECOMMENDED: to note the following apologies:

Councillor E Marshall – alternative prior commitment.
Councillor C Dyson - alternative prior commitment.

0187/1920 DECLARATIONS OF INTEREST

Nil

0188/1920 MINUTES

RESOLVED: that the minutes of the Personnel Committee meeting held on 22nd August 2019, be signed by the Chairman as a true record.

0189/1920 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).

0190/1920 **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 impact on the Town Council’s budget setting process including:
 - o Likely levels of budget for staff wages next year.
 - o Likely Pension Contributions as a result of the forthcoming actuarial review.
 - o Staff training budgets.
 - o Manning requirements for Town Hall/ CCTV / College House etc
 - o Office equipment

- Members discussed an 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 Extensions of contracts

- **Members agreed any amendments to contractual arrangements and further agreed that a number of recommendations should be put before Town Council and instructed the Clerk to document them.**

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).