

BRIDGNORTH TOWN COUNCIL

Minutes of the Personnel Committee meeting held in the Mayor’s Parlour,  
College House on Friday 12<sup>th</sup> July 2019 at 10 am.

Present:

Councillors: R Fox (Chairman)  
E Marshall  
C Whittle  
C Dyson

In attendance: L Jakeman – Town Clerk

Absent: Nil

Apologies: K Hurst-Knight

**DRAFT UNTIL SIGNED AT A SUBSEQUENT MEETING**

0125/1920 **APOLOGIES FOR ABSENCE**

**RECOMMENDED:** to note the following apologies:

Councillor K Hurst-Knight – family commitment

0126/1920 **DECLARATIONS OF INTEREST**

Nil

0127/1920 **MINUTES**

**RESOLVED:** that the minutes of the Personnel Committee meeting held on 28<sup>th</sup> May 2019, be signed by the Chairman as a true record.

0128/1920 **TERMS OF REFERENCE**

Members considered the current Terms of Reference and noted the suggestion of removing specific comments about delegating tasks to the Town Clerk, bearing in mind that the Employee Handbook was currently being updated and captured those items.

**RESOLVED:** To recommend that Full Town Council adopt the revised terms of reference.

0129/1920 **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).*

0130/1920 **EMPLOYEE HANDBOOK**

Members considered the handbook in great length. While there were comments about the style and layout to some elements they were pleased were satisfied that the document was adequate. A number of small typographical and grammatical errors were identified which the Clerk was asked to amend before presenting to Full Council.

**RESOLVED: To recommend that Full Town Council adopt the revised draft Employee Handbook.**

Members further committed to reviewing the document again before the end of the current municipal year.

0131/1920 **EXIT INTERVIEWS**

Members received a verbal brief from Cllr Fox regarding a recent exit interview that he and Cllr Hurst-Knight had undertaken. Members were pleased to be informed of the general content and considered that it should be standard practice going forward.

**RESOLVED: To recommend (to Full Council) that as a matter of routine that the opportunity to have an exit interview with a member of the Personnel Committee on departing Bridgnorth Town Council be extended to every member of staff.**

0132/1920 **STAFFING MATTERS**

Members received a verbal brief on some general staffing matters including the current appraisal process being undertaken for HQ staff.

**RESOLVED: To recommend (to Full Council) that following completion all appraisals are made available to the Personnel Committee.**

Members considered a process for the appraisal for the Town Clerk and a couple of possible formats were discussed in length.

**RESOLVED:**

**To recommend to Full Council to adopt the appraisal form (and procedure) for the Town Clerk in line with the model that had 2 reporting officers (notionally the Mayor and the Chairman of the Personnel Committee).**

And

**To recommend to Full Council to carry out a formal appraisal (of the Town Clerk) for the 12 months 1 Aug 2018 to 31 July 2019 and following that on (or about) each 1<sup>st</sup> of March (as the date better aligns to the Mayoral Year)**

DRAFT