

BRIDGNORTH TOWN COUNCIL

**Minutes of the Personnel Committee meeting held via Zoom Video-Conferencing on
Thursday 14th January 2021 at 2.30pm**

Present:

Councillors: R Fox (Chairman)
E Marshall
C Whittle

In attendance: L Jakeman – Town Clerk

Absent Cllr C Walden I
(Draft until signed at a subsequent meeting)

0182/2021 **APOLOGIES FOR ABSENCE**

Councillor C Dyson – Unwell

0183/2021 **DECLARATIONS OF INTEREST**

Nil

0184/2021 **MINUTES**

RECOMMENDED: that the minutes of the Personnel Committee meeting held on 29th October 2020, be signed by the Chairman as a true record.

0185/2021 **FREEDOM OF INFORMATION AND SUBJECT ACCESS REQUESTS**

Cllr Marshall informed Members that he had visited the Town Council offices recently and had been granted full and free access to appropriate registers, requests and responses and was satisfied that the processes in place and responses appeared to be at least more than adequate.

0186/2021 **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 made are for public record).

0187/2021 **STAFFING MATTERS**

- i) Members received a summary report from the Town Clerk on general staffing matters/ terms of service and associated personnel issues.
- ii) Members discussed a number of staffing matters that have arisen since the last meeting of the personnel committee including:
 - o Appraisals
 - o Staff departures / retirements
 - o Sick absence
 - o Training
 - o Recruitment
 - o Employment contracts
 - o Complaints
- iii) Members noted any training requirements / courses attended.

RESOLVED: to:

- i) **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).