

**BRIDGNORTH TOWN COUNCIL**

**Minutes of the Personnel Committee meeting held in the Annexe, College House on Thursday 29<sup>th</sup> October 2020 at 10.00am.**

Present:

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

In attendance: L Jakeman – Town Clerk

(Draft until signed at a subsequent meeting)

0130/2021 **APOLOGIES FOR ABSENCE**

Councillor C Walden

0131/2021 **DECLARATIONS OF INTEREST**

Nil

0132/2021 **MINUTES**

**RECOMMENDED:** that the minutes of the Personnel Committee meeting held on 2<sup>nd</sup> July 2020, be signed by the Chairman as a true record.

0133/2021 **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 are for public record).

0134/2021 **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

**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).