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4<sup>th</sup> June 2020

A meeting of the **PERSONNEL COMMITTEE** will be held in The Annexe, College House, St Leonard's Close, Bridgnorth on **Thursday 10<sup>th</sup> June 2021** at **6.30pm** when members are summoned to attend.

Yours sincerely

**Mr L Jakeman PSLCC**  
**Town Clerk**  
Telephone: 01746 762231

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## AGENDA

1. Election of Chairman
2. Election of Deputy Chairman
3. Apologies for Absence
4. Declarations of Interest
5. Minutes

Members are asked to confirm the minutes of the Personnel Committee meeting held on Thursday 4<sup>th</sup> March 2021.  
*(PERS/04/2021 on the Town Council website)*

6. Data Protection

Members are asked to review the Data Protection Policies.  
*(Appendix A on the Town Council website)*

7. Employment Policies and Procedures

Members are asked to conduct a review of the Employee Handbook  
*(Appendix B on the Town Council website)*

8. Terms of Reference

Members will be asked to familiarise themselves with and consider the Committee's Terms of Reference.

*(Appendix C on the Town Council website)*

9. **Public Bodies (Admission to Meetings) Act 1960**

**RECOMMENDED** 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.

10. Staffing Matters

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Cllrs: A Buffey, R Connolly, N Cooper (Committee Members)

Information: All non-committee Town Councillors and Town Council website