

**BRIDGNORTH TOWN COUNCIL**

**Minutes of the Personnel Committee meeting held in the Annexe, College House on Thursday 10<sup>th</sup> June 2021 at 6.30pm.**

Present: Councillors Buffey, Connolly and N Cooper

In attendance: L Jakeman, Town Clerk

(Draft until signed at a subsequent meeting)

0050/2122 **ELECTION OF CHAIRMAN**

**RESOLVED:** that Councillor N Cooper be elected as Chairman of the Personnel Committee for 2021/2022.

0051/2122 **ELECTION OF DEPUTY CHAIRMAN**

**RESOLVED:** that Councillor Buffey be elected as Deputy Chairman of the Personnel Committee for 2021/2022.

0052/2122 **APOLOGIES FOR ABSENCE**

Nil

0053/2122 **DECLARATIONS OF INTEREST**

Nil

0054/2122 **MINUTES**

**RECOMMENDED:** that the minutes of the Personnel Committee meeting held on Thursday 4<sup>th</sup> March 2021, be signed by the Chairman as a true record.

0055/2122 **DATA PROTECTION**

Members considered the current Data Protection policy and **RESOLVED:**

**That while the current Policy was adequate and should be approved without amendment, they would wish for it to be reviewed in the medium to long-term as part of a Forward Work Programme.**

(Clerk's Note: A draft Forward Work Programme will be prepared for consideration at the next Personnel Committee Meeting).

0056/2122 **EMPLOYMENT POLICIES AND PROCEDURES**

Members considered the current Employee Handbook

**RESOLVED: That while the current Policy was adequate and should be approved without amendment, that there was scope for it to be improved and that they would wish for it to be reviewed in the medium-term with attention to the disciplinary procedure as a priority.**

(Clerk's Note: The item will be included in the draft Forward Work Programme)

0057/2122 **TERMS OF REFERENCE**

Members considered the Personnel Committee Terms of Reference adopted at the Town Council Meeting on 18<sup>th</sup> May. Members expressed a view that the Terms of Reference would benefit from a thorough review to ensure clarity of purpose and consider have some delegated powers in order that routine business can be transacted more efficiently.

**RESOLVED: to form a Working Group to review the terms of reference of the Personnel Committee and make recommendations to the Town Council (through the Personnel Committee) if changes are considered beneficial and or necessary.**

0058/2122 **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).

0059/2122 **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 and considered a number of workforce related matters
  - Appraisals
  - Staff departures / retirements
  - Sick absence
  - Training
  - Recruitment
  - Employment contracts
  - Staffing Structure

**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).**