



13th July 2021

A meeting of the **PERSONNEL COMMITTEE** will be held in The Annexe, College House, St Leonard's Close, Bridgnorth on **Monday 19th July 2021** at **6.30pm** when members are summoned to attend.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'L Jakeman'.

Mr L Jakeman PSLCC
Town Clerk
Telephone: 01746 762231

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Minutes

Members are asked to confirm the minutes of the Personnel Committee meeting held on Thursday 10th June 2021.
(PERS/01/2122 on the Town Council website)

4. Terms of Reference

To receive a draft amendment to the Committee's TORs prepared by a working group and to consider recommending to Full Town Council that it approves the proposed revision.
(Appendix A on the Town Council website)

5. Forward Works Programme

To consider an initial forward works programme for the Committee
(Appendix B on the Town Council website)

6. Employee Handbook

To receive an update on the review of the Employee Handbook.

7. **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.

8. Staffing Matters

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

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