

BRIDGNORTH TOWN COUNCIL

Minutes of the Personnel Committee meeting held in the Annexe, College House on Monday 19th July 2021 at 6.30pm.

Present: Councillors:
N Cooper – Chair
A Buffey
Connolly

In attendance: L Jakeman, Town Clerk

(Draft until signed at a subsequent meeting)

0087/2122 **APOLOGIES FOR ABSENCE**

Nil

0088/2122 **DECLARATIONS OF INTEREST**

Nil

0089/2122 **MINUTES**

RECOMMENDED: that the minutes of the Personnel Committee meeting held on Thursday 10th June 2021, be signed by the Chairman as a true record.

0090/2122 **TERMS OF REFERENCE**

Members considered a proposed draft set of Terms of Reference produced by the Working Group

RESOLVED: to recommend to Full Town Council to adopt the revised set of Terms of Reference.

0091/2122 **FORWARD WORKS PROGRAMME**

Members noted an initial forward works programme which seeks to identify tasks that fall within the remit of the Committee that will likely have an ongoing commitment. Members were in agreement that the document should be used as a working document and that the Members might add to it as they see fit throughout the year.

0092/2122 **EMPLOYEE HANDBOOK**

Members noted that discussions had taken place with the Council's HR contractor to arrange a meeting to discuss the contents of the Employee Handbook in general as part of a formal review. It is intended to hold a meeting with the HR contractor on Monday 2nd August.

0093/2122 **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).

0094/2122 **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
 - o Appraisals
 - o Staff departures / retirements
 - o Sick absence
 - o Training
 - o Recruitment
 - o Employment contracts
 - o 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).