

**BRIDGNORTH TOWN COUNCIL**

**Minutes of the Personnel Committee meeting held in the Annexe, College House on  
Wednesday 3<sup>rd</sup> November 2021 at 6.30 pm.**

Present: Councillors:  
  
N Cooper – Chair  
Buffey  
Connolly  
Wellings

In attendance: L Jakeman, Town Clerk

(Draft until signed at a subsequent meeting)

0223/2122 **APOLOGIES FOR ABSENCE**

Councillor Seabright - unwell

0224/2122 **DECLARATIONS OF INTEREST**

Nil

0225/2122 **MINUTES**

**RESOLVED: that the minutes of the Personnel Committee meeting held on Thursday 9<sup>th</sup> September 2021, be signed by the Chairman as a true record.**

0226/2122 **EMPLOYEE HANDBOOK**

Members considered final draft versions of the Disciplinary Policy and the Grievance Policy.

RESOLVED:

- i) **To adopt the draft Disciplinary Policy** (without amendment).
- ii) **To adopt the draft Grievance Policy** (without amendment)

0227/2122 **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).

0228/2122 **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 including
  - 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 that provides as summary of, the discussions, any delegated decisions made, and any recommendations to the Town Council (confidential as the matters related to staffing issues).**

0229/2122 **NEXT MEETING**

Date to be confirmed