



30th September 2022

The meeting of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEXE, COLLEGE HOUSE** on **THURSDAY 6TH OCTOBER 2022** at **6.30PM** when Members are summoned to attend.

Yours sincerely

Roslyn Williams
Interim Town Clerk

BRIDGNORTH WORKFORCE COMMITTEE AGENDA – THURSDAY 6TH OCTOBER 2022

1. Apologies for Absence

2. Declarations of Interest

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring officer.

3. Public Question Time

Members of the public who are electors of the parish of Bridgnorth are advised that they are welcome to ask questions about agenda items. If a question relates more generally to the business of the Council, advance notification is preferred in order to provide a more considered response. Verbal responses are not always possible, and so questions may receive a written reply. In accordance with Standing Order 1s (viii), questions should be related to matters of Town Council policy or practice and not related to the individual affairs of either the questioner or another named person.

(Clerks Note: The Council will generally permit up to 15 minutes for public questions, each question being limited to 3 minutes)

4. Minutes

To approve the minutes of the meeting of the Workforce Committee Extraordinary meeting held on Thursday 25th August 2022.

(WF/02/2223 on the Town Council website)

5. Election of Vice Chairman

Members are to elect a new Vice Chairman following Councillor Buffey's resignation.

6. Review of the Staff Handbook

Members are asked to note that work is continuing with regards to the review of the Staff Handbook.

7. Payroll and Health & Safety Contracts

Members are asked to note that both contracts are due to expire in March 2023. The Interim RFO is due to start the process of obtaining quotes from relevant bodies.

8. Review of the Data Protection Policy

Members are asked to review the Data Protection Policy that was adopted, without amendment, at the Town Council meeting held on 19th May 2022.

(Appendix A on the Town Council website)

9. Public Bodies

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 it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

10. Staffing Matters

10.1. To receive a report from the Interim Town Clerk and consider any recommendations contained within.

10.2. To receive a brief from the Chair of the Workforce Committee with regards to the Town Clerk recruitment.

Membership: Councillors C Aked (Chair), S Barlow, R Connolly, N Cooper, E Marshall, R Seabright, I Wellings