

BRIDGNORTH TOWN COUNCIL

Minutes of the Personnel Committee meeting held in the Annexe, College House on Thursday 2nd July 2020 at 10.30am.

Present:

Councillors: R Fox (Chairman)
C Dyson
E Marshall
C Whittle

In attendance: L Jakeman – Town Clerk
B Ince – Outdoors and Properties Manager
Cllr R White
Cllr K Hurst-Knight

(Draft until signed at a subsequent meeting)

Absent: Cllr C Walden

0040/2021 **ELECTION OF CHAIRMAN**

RESOLVED:

That Councillor Richard Fox be appointed Chairman of the Personnel Committee.

0041/2021 **ELECTION OF DEPUTY CHAIRMAN**

RESOLVED:

That Councillor Carol Whittle be appointed Deputy Chairman of the Personnel Committee.

0042/2021 **APOLOGIES FOR ABSENCE**

Nil

0043/2021 **DECLARATIONS OF INTEREST**

Nil

0044/2021 **MINUTES**

RECOMMENDED: that the minutes of the Personnel Committee meeting held on 17th January 2020, be signed by the Chairman as a true record.

0045/2021 **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).

0046/2021 **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 a number of staffing matters that have arisen since the last meeting of the personnel committee including
 - o Appraisals
 - o Staff departures / retirements
 - o Sick absence
 - o Training
 - o Recruitment
 - o Employment contracts
- iii) Members agreed any amendments to contractual arrangements and further agreed that a number of recommendations should be put before Town Council and instructed the Clerk to document them.

RESOLVED: to:

- i) **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).**
- ii) **Recommend that the Town Council approve an amendment to the TORs of the personnel committee to consider including having delegated authority to handle appeals to FOI and SAR requests.**