

BRIDGNORTH TOWN COUNCIL

Minutes of the Personnel Committee meeting held

on Thursday 4th March 2021 at 10:00 am and continued on Wednesday 10th March

Present:

Councillors: R Fox (Chair)
C Dyson
E Marshall
Cllr C Walden
C Whittle

In attendance: L Jakeman – Town Clerk

0229/2021 **APOLOGIES FOR ABSENCE**

Councillor C Dyson – IT connectivity issues at the Council offices
Councillor R Fox – Work commitment

(note; Cllrs Dyson and Fox had been absent at the start of the meeting)

0230/2021 **DECLARATIONS OF INTEREST**

Nil

0231/2021 **MINUTES**

RECOMMENDED: that the minutes of the Personnel Committee meeting held on 14th January 2021 be signed by the Chair as a true record.

0232/2021 **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 made are for public record).

0233/2021 **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
 - o Complaints
- iii) Members noted any training requirements / courses attended.

RESOLVED: to:

- i) **Adjourn the meeting to the following week, preferably 7pm on Wednesday 10th March, to allow time for more information to be obtained on a number of the items and to allow those that were unable to attend for reasons outwith their control to take part.**

(Meeting adjourned at 1pm on Thursday 4th March and to be reconvened on 10th March, subject to confirmation with councillors Dyson and Fox)

The meeting was reconvened at 7pm on Wednesday 10th March at College House with all committee members in attendance.

0234/2021 **STAFFING MATTERS (continued).**

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).**