

BRIDGNORTH TOWN COUNCIL

Minutes of the Personnel Committee meeting held in the Annexe, College House on Thursday 9th September 2021 at 7.15 pm.

Present: Councillors:

N Cooper – Chair
Buffey
Connolly
Seabright
Wellings

In attendance: L Jakeman, Town Clerk

(Draft until signed at a subsequent meeting)

0155/2122 **APOLOGIES FOR ABSENCE**

Nil

0156/2122 **DECLARATIONS OF INTEREST**

Nil

0157/2122 **MINUTES**

RESOLVED: that the minutes of the Personnel Committee meeting held on Monday 19th July 2021, be signed by the Chairman as a true record.

0158/2122 **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).

0159/2122 **EMPLOYEE HANDBOOK**

Members were advised that a meeting had been held with the HR contractor on Monday 2nd August and that a number of changes had been agreed (so that the handbook would keep pace with changing legislation). The HR contractor had agreed to provide a revised version before the end of the year. The Disciplinary and grievance elements should be dealt with as priority. The Clerk was asked to chase progress within the next 2 weeks and provide an update to the Chair.

0160/2122 **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).

0161/2122 **NEXT MEETING**

RESOVLED that the next meeting be held on Wednesday 3rd November at 6:30pm