

**BRIDGNORTH TOWN COUNCIL**

**Minutes of the extraordinary meeting of the Workforce Committee held in the Annexe,  
College House on Thursday 6<sup>th</sup> October 2022 at 6.30pm.**

Present:

Aked  
N Cooper  
Connolly  
Marshall  
Wellings

In Attendance:

Mrs R Williams, Interim Town Clerk

0173/2223 **APOLOGIES FOR ABSENCE**

Councillor S Barlow – Alternative commitment  
Councillor R Seabright – Alternative commitment

0174/2223 **DECLARATIONS OF INTEREST**

Nil

0175/2223 **PUBLIC QUESTION TIME**

Nil

0176/2223 **MINUTES**

It was proposed by Councillor I Wellings, seconded by Councillor R Connolly and unanimously

**RESOLVED:** to approve the minutes of the extraordinary meeting of the Workforce Committee held on Thursday 25<sup>th</sup> August 2022.

0177/2223 **ELECTION OF VICE CHAIR**

It was proposed by Councillor R Connolly, seconded by Councillor C Aked and unanimously

**RESOLVED:** that Councillor I Wellings be elected as Vice Chair of the Workforce Committee.

Councillor R Connolly left the meeting at this point

0178/2223 **REVIEW OF THE STAFF HANDBOOK**

Members noted the continual review of the staff handbook.

0179/2223 **PAYROLL AND HEALTH & SAFETY CONTRACTS**

Members noted that the interim RFO has started the process of obtaining quotes in advance of the expiration of both contracts in March 2023.

0180/2223 **REVIEW OF THE DATA PROTECTION POLICY**

Members reviewed the data protection policy that was adopted, without amendment, at the Town Council meeting on the 19<sup>th</sup> May 2022.

0181/2223 **PUBLIC BODIES**

It was proposed by Councillor N Cooper, seconded by Councillor E Marshall and unanimously

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

0182/2223 **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:
  - Appraisals
  - Staff departures
  - Recruitment
  - Training requirements

**RESOLVED:** to forward a confidential report to the next meeting of the full Town Council that provides a summary of, the discussions, any delegated decisions made, and any recommendations that require approval by the Town Council.