

**BRIDGNORTH TOWN COUNCIL****Minutes of the Workforce Committee Meeting of Bridgnorth Town Council held in the Annexe,
College House on Tuesday 13th December at 6.30pm.**

Present: Councillors C Aked, S Barlow, R Connolly, E Marshall, I Wellings

In Attendance: Mrs C Turner, Town Clerk

0268/2223 APOLOGIES FOR ABSENCE

It was proposed by Councillor Aked, seconded by Councillor Marshall
Unanimously agreed by all Councillors

RESOLVED: that the Committee accept the apologies and reasons for absence for the following Councillors;

N Cooper - Personal Commitment

0269/2223 DECLARATIONS OF INTEREST

There were none declared.

0270/2223 PUBLIC QUESTION TIME

There were no members of the public present.

0271/2223 MINUTES

It was proposed by Councillor Aked, seconded by Councillor Wellings
Abstained by Councillor Barlow – who was not in attendance at the meeting

RESOLVED: that the Committee approve the minutes of the Workforce Committee meeting held on Thursday 6th October 2022.

0272/2223 MEMBERS QUESTION TIME

Councillor Barlow raised the request for a copy of the programme of works for the Town Council buildings to be provided. The Town Clerk to provide the requested information to all members of the Workforce Committee.

0273/2223 ITEMS FOR NEXT AGENDA

None were provided. The Town Clerk informed the Committee to send any items for the next agenda to either the Business Administrator or the Town Clerk.

0274/2223 PUBLIC BODIES

It was proposed by Councillor Barlow, seconded by Councillor Connolly
Unanimously agreed by all Councillors

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.

0275/2223 STAFFING MATTERS

The Committee received a verbal update from the Town Clerk providing information on the confidential report tabled.



The Committee were updated on the review of the staff handbook currently being completed by Shropshire Council; it was confirmed that currently no deadline date had been set for this review.

Proposed by Councillor Connolly, Seconded by Councillor Barlow
Unanimously agreed by all Councillors

RESOLVED: that the Committee agree to the contract change for the Business Administrator/Receptionist.

Proposed by Councillor Barlow, Seconded by Councillor Wellings
Unanimously agreed by all Councillors

RESOLVED: that the Committee agree to the contract change for the Grounds Maintenance Operative as detailed within the confidential report.

The Committee were given the opportunity to ask the Town Clerk any questions following her recruitment and start of employment with the Town Council.

The Committee were given the opportunity to debate the NALC Civility & Respect national project and the Town Clerk was asked to include this item on a future Workforce Committee meeting.

0276/2223

CONTRACTS

The Committee were provided with a verbal update regarding the report relating to the procurement of services for Payroll/HR and Health & Safety for the Town Council.

It was proposed by Councillor Connolly, Seconded by Councillor Barlow
Unanimously agreed by all Councillors

RESOLVED: that the Committee agree to the recommendation to Full Council to continue the contract for Payroll, HR, and Health & Safety with Shropshire Council for 1 year and to review contract arrangements again from 1st April 2024 in the first half of the next financial year (through the Workforce Committee).

End : 8:04pm