

BRIDGNORTH TOWN COUNCIL

**Minutes of the extraordinary meeting of the Workforce Committee held in the Annexe,
College House on Thursday 6th 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 25th 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 19th 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:
 - o Appraisals
 - o Staff departures
 - o Recruitment
 - o 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.