

**BRIDGNORTH TOWN COUNCIL****Minutes of the Personnel Committee Meeting of Bridgnorth Town Council held in the Annexe,
College House on Tuesday 25th April 2023 at 6:00pm.**

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

In Attendance: Mrs C Turner, Town Clerk

0420/2223 **WELCOME**

The Chair issued a welcome to the meeting.

The Personnel Committee were informed that Councillor Barlow was attending the meeting but she was running a little late.

0421/2223 **APOLOGIES FOR ABSENCE**

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

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

N Cooper - other commitment

0422/2223 **DECLARATIONS OF INTEREST**

No declarations of interest were declared.

0423/2223 **PUBLIC QUESTION TIME**

There were no members of the public present.

0424/2223 **MEMBERS QUESTION TIME**

There were no members questions.

0425/2223 **TERMS OF REFERENCE FOR PERSONNEL COMMITTEE**

Members are asked to review the current Terms of Reference for the Personnel Committee and discuss any changes. It was informed that the Terms of Reference for the Personnel Committee were supplied as the current agreed document Workforce Committee – Terms of Reference and would require a name change.

Members debated the terms of reference and possible changes.

Councillor Marshall requested the following change to be made and this was debated by the Personnel Committee, Councillor Marshall requested that this was not the Town Clerk but the Personnel Committee:

6. Appointment of Staff
Delegation –
 - Appointment of other staff to Town Clerk



It was proposed by Councillor Aked, seconded by Councillor Connolly
Against Councillor Marshall

RESOLVED: that the Committee accept and adopt the Terms of Reference for the
Personnel Committee with no changes.

0426/2223 **ITEMS FOR FUTURE AGENDA**

Members are asked to discuss items for inclusion on a future agenda. Items:

- FOI's
- DLF

0427/2223 **PUBLIC BODIES**

It was proposed by Councillor Connolly, seconded by Councillor Barlow
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.

0428/2223 **STAFFING MATTERS**

The Chairman of the Personnel Committee and the Town Clerk provided an update
regarding the confidential report tabled on the proposed way forward for updating staff and
the timeline.

Members debated the confidential report and were given an opportunity to ask the Chairman
of the Personnel Committee and the Town Clerk questions for clarification.

Members debated who would be the interview panel for the next stages of the staffing
recommendation.

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

RESOLVED: that the Committee accept and recommendations within the Confidential
Report, for the Chairman of the Personnel Committee and Town Clerk to have the delegated
authority to sign off the documentation for the staffing update and for the interview panel to be
Councillor Aked, Wellings and the Town Clerk.

Meeting closed at 7.00pm.