

**BRIGG TOWN COUNCIL  
PERSONNEL COMMITTEE**  
Meeting held on Thursday 3<sup>rd</sup> November 2022 at 12.30 pm  
Chaired by Councillor C Sherwood

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**Present:** Councillors: Cllrs C Sherwood, J Kitching, P Smith, R Waltham

**In attendance:** Kerry McGrath Town Clerk

P2022/1. To appoint the chair of personnel committee as Cllr Carl Sherwood

Proposed: Cllr Kitching

Seconded: Cllr Smith

P2022/2. To Receive Apologies

Cllr J Gibbons

P2022/3. a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

None

b) To note dispensations given to any member of the council in respect of the agenda items listed below.

None

P2022/4. To Receive and Approve the Minutes, as circulated, of the Personnel Committee Meeting held on 10<sup>th</sup> March 2022

**It was resolved that** the record of the meeting held on 10<sup>th</sup> March 2022, be accepted and signed as a true record.

Proposed: Cllr Kitching

Seconded: Cllr Smith

P2022/5 ***In view of the confidential nature of the business being transacted, it was advisable in the public interest that the press and public be excluded and be instructed to withdraw.***

**It was resolved that** the Public and Press be excluded.

Proposed: Cllr Waltham

Seconded: Cllr Smith

P2022/6 Clerk to the Council

a) The Clerk's appraisal be received and approved and recommend the NJC pay award be approved and back dated to 1<sup>st</sup> April 2022

Proposed Cllr Kitching

Seconded Cllr Smith

The complaint received be investigated as per policy, the complainant be written to, advising of this process with a full response to the

complainant within one calendar month and the clerk to submit response to the Personnel Committee for consideration.

Proposed Cllr Smith

Seconded Cllr Kitching

- b) To recommend adopting the work-based risk assessment.
- c) To recommend adopting the Health and Safety with the addition of the wording "audio recording" to the policy and the door notice. Clerk to seek advice on how long the recordings are to be kept for.
- d) To recommend adopting the Personnel related policies

Approved en bloc

Proposed Cllr Smith

Seconded Cllr Kitching

The meeting closed at 1.10pm

Signed..... Chair of Personnel Committee held on

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