



Town Hall
East Street
Wareham
Dorset
BH20 4NS

13 March 2024

To: All Members of the Personnel Committee

YOU ARE SUMMONED TO ATTEND an ordinary meeting of the **Personnel Committee** to be held on **19 March 2024** in the Council Chamber, Town Hall, East Street, Wareham at **14:30 hrs** for the purpose of transacting the business set out in the agenda below.

Please contact the Town Council office on 01929 553006 if you need any further information on this Agenda.

Nicola Gray
Town Clerk & RFO

MEMBERS OF Personnel Committee

Councillor:

- D Budd (Chairman)
- C Turner (Vice Chairman)
- K Critchley
- Z Gover
- K Green
- L Kirk
- M Russell

19 March 2024

1. Apologies for absence

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

2. Declarations of interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

3. Public participation time

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's 'Protocol for Public Participation Time' which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)

4. Confirmation of minutes of previous meeting held on 16 January 2024

To confirm, as a correct record, the minutes of the previous meeting of the Committee (LGA1972 sch12).

5. Matters arising from the minutes of the last meeting held on 16 January 2024

To consider any matters arising from the previous minutes of the Committee.

6. Any other items the Chairman deems urgent

For report, information or for the agenda at the next meeting of the Personnel Committee.

7. Date of the next meeting

To note date of next meeting: **TBC**

8. Confidential session

At the conclusion of this part of the Agenda, the Chairman will move the following resolution:

That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.

9. Staffing Update

To receive an update on Staffing.



Minutes of a meeting of the Personnel Committee held on 16 January 2024 in the Council Chamber, Town Hall, East Street, Wareham at 2.30pm

Councillors Present: Councillors D Budd (Chairman), K Critchley, K Green, L Kirk and C Turner

Officer Present: N Gray, Town Clerk and RFO

P 041/24 Apologies for absence

Apologies were received and accepted from Cllr M Russell and Cllr Z Gover

P 042/24 Declarations of Interest

There were no declarations of interest.

P 043/24 Public participation time

There were no members of the public present.

P 044/24 Confirmation of the minutes of the meeting held on 28 November 2023

The Minutes of the meeting held on 28 November 2023 were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

P 045/24 Matters arising from the minutes of the previous meeting

There were no matters arising.

P 046/24 Any other items the Chairman deems urgent

There were no items deemed urgent.

P 047/24 Date of the next meeting

The next meeting would be held on 19 March 2024 at 2.30pm.

P 048/24 Confidential session

Resolved: *That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted*

P 049/24 Staffing Matters

The Clerk reported the successful completion of the CiLCA qualification by the Deputy Clerk in December and advised that, in accordance with the Deputy Clerk's contract, she should be increased by one SCP. This will take the Deputy Clerk from SCP 35 to SCP 36, which was the top of the band on which the Deputy Clerk was appointed.

Members expressed that their congratulations be passed on to the Deputy Clerk and to thank her for putting in the hard work to complete the qualification.

It was **RESOLVED** to increase the Deputy Clerk from SCP 35 to SCP 36 in accordance with the contractual agreement on completion of the CiLCA qualification, and this be dated from 1 January 2024.

The Clerk asked members to consider the appointment of a fourth Grounds Staff member due to the demands of the team and the workload increasing. Members

considered the matter at length and given the funds were allocated within the proposed budget, the post was agreed.

It was **RESOLVED** to recommend to Council to appoint a fourth Grounds Staff member on the same terms, conditions and pay (SCP 17) as existing Grounds Staff.

Members considered the recommendation to appoint a Museum Manager to the Council. It was felt that the Museum required full-time management in order to achieve the 3 East Street project, which could be completed with grant funding, but required a qualified individual to carry out the tasks as the Clerk and Deputy Clerk did not have capacity. The future of the Museum could be extremely valuable to both the Council and Wareham as a whole, if expanded and managed correctly.

It was **RESOLVED** to recommend to Council to appoint a Museum Manager on the Council's standard terms and conditions but with performance related restrictions in relation to the grant funding element of the post included, at a starting salary at SCP 15 which is £27,803 in the current 2024/25 financial year.

The meeting was closed.

Chairman Date