



Minutes of a meeting of the Personnel Committee held on 28 January 2020 in the Council Chamber, Town Hall, East Street, Wareham at 10.30am.

Councillors Present: Councillors D Budd (Chairman), K Critchley, B Ezzard, Z Gover, K Green, M Russell and C Turner (Vice Chairman)

Officer Present: V Ricketts - Town Clerk

13. Apologies for absence

There were no apologies for absence.

14. Declarations of Interest

There were no declarations of interest.

15. Confirmation of the minutes of the Personnel Committee meeting of 13 November 2019.

The minutes of the meeting of the Personnel Committee held on 13 November 2019 were presented by the Chairman.

Resolved that the minutes be accepted as a correct record.

16. Matters arising from the minutes of the previous meeting

There were no matters arising.

17. Security of personnel

The Town Clerk reported that, due to concerns regarding the safety of staff after late meetings, she had given an instruction that the front doors should be closed at the start of meetings and the portable door bell brought into the Council Chamber in order to attend to any public who may ring for entry; thus ensuring that the doors do not remain open whilst the rest of the building is unattended. Members were happy with this arrangement.

18. Items considered urgent by the Chairman for report of agenda item for the next meeting.

There were no matters of urgency.

19. Date of the next meeting

The next meeting of the Personnel Committee would take place on **21 April 2020 at 10.30.**

20. 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.

21. Contracts of employment

Members considered a draft standardised contract of employment for all staff. With one small amendment, it was unanimously –

Resolved to adopt the new standardised contract of employment.

22. Staff Handbook

Members considered a draft staff handbook. With one small amendment, it was unanimously –

Resolved to adopt the new staff handbook.

Chairman Date