



Minutes of the extraordinary meeting of the Personnel Committee held on 7 August 2020 by Zoom at 10.30am.

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

Officer Present: V Ricketts - Town Clerk

90. Apologies for absence

Resolved that apologies for absence from Councillors B Ezzard and M Russell be approved.

91. Declarations of Interest

There were no declarations of interest.

92. 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.

93. Staff review

Members consider the terms of reference for the staff review and timetable.

Resolved that the terms of reference, as attached, be agreed and that the timetable be as follows: Quotations to be received by 20/08/2020; consultant appointed 01/09/2020; review completed 23/10/2020

94. Date of the next meeting

The next ordinary meeting of the Personnel Committee would take place on **20 October 2020 at 10.30.**

Chairman Date

Wareham Town Council, Staffing Review Terms of Reference

To undertake a review of the Council's staffing structure and to recommend any changes to the structure which will enable the Council to deliver its key strategic objectives.

The review will include:

1. A detailed review of the current staffing structure across the whole Council, including an assessment of current job roles and workloads *and effort spent on activities performed (daily, weekly, monthly)*.
2. To speak with all staff and give the opportunity to Members of the Personnel Committee to speak with the consultant as part of undertaking the review.
3. To undertake individual skills audits to identify training and development needs and opportunities for development of existing staff in order to make best use of the existing staffing resource.
4. To recommend a staff structure, including any changes to working practices, which will enable delivery of the Council's services and of its key strategic objectives in the most efficient and effective manner.
5. Dependent on no.3 (above), should the review conclude that there is a requirement for more or less staffing resources, to give the Council some alternative options and an assessment of the impact of not accepting some or all of the recommendations.
6. To recommend changes to job descriptions/ profiles and new job descriptions/profiles, as appropriate.
7. To undertake a job evaluation of all posts in the proposed structure and make recommendations in relation to future remuneration policy in line with NJC scales.
8. To make recommendations in relation to any other staffing-related matters which arise from the review.
9. The objective of this review is to ensure that the functions of the Council are fully met, with staff having the correct job descriptions and commensurate remuneration; it is not to reduce staff expenditure.