



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

5 January 2021

To: All Members of the Personnel Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **PERSONNEL COMMITTEE** to be held on **12 January 2021** via Zoom at **10.30am** for the purpose of transacting the business set out in the Agenda below.

Public Participation

Due to the current government coronavirus response, the Town Council will be meeting online. Members of the public are encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Clerk and these will be made available to all Councillors. Members of the public may also link in to observe the meeting using the details below:

The Zoom meeting ID is: 814 9349 0117
Or click here: <https://us02web.zoom.us/j/81493490117>

Vanessa Ricketts FSLCC
Town Clerk

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

MEMBERS OF Personnel Committee

Councillor: D Budd (Chairman)
 C Turner (Vice Chairman)
 K Critchley
 B Ezzard
 Z Gover
 K Green
 M Russell



12 January 2021

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

Members of the public have been encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Clerk and these have been made available to all Councillors. The response to these questions or comments will be addressed at this point. (LGA1972 s100)

4. Confirmation of minutes of previous meeting held on 18 November 2020

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 18 November 2020

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

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

7. Date of the next meeting

To note date of next meeting: **6 April 2021 at 10.30.**

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. Staff review outcomes update

To receive a verbal update on the staff review outcomes.

10. Flexitime/TOIL Policy

To consider a draft flexitime/TOIL policy for staff. (attached)

11. Christmas shutdown

To consider formalising the Christmas shutdown period for future years.

12. Annual Leave

To consider whether the Council wishes to make exception to contracts this year to the number of annual leave days permitted to be carried over into the next leave year.

13. Request for change to working pattern

To consider a request from a member of staff to change working pattern/hours.