



Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

31 May 2023

To: All Members of the Personnel Committee

**YOU ARE SUMMONED TO ATTEND** an ordinary meeting of the **Personnel Committee** to be held on **TUESDAY 6 JUNE 2023** in the Council Chamber, Town Hall, East Street, Wareham at **14:00 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

#### **MEMBERS OF Personnel Committee**

Councillor:

- D Budd
- C Turner
- K Critchley
- Z Gover
- K Green
- L Kirk
- M Russell



**6 June 2023**

**1. Appointment of Chair**

To elect by resolution the Committee Chair for the 2023/2024 municipal year.

**2. Appointment of Vice Chair**

To elect by resolution the Committee Vice Chairman for the 2023/2024 municipal year.

**3. 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 21 March 2023**

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 21 March 2023**

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

**6. Confidential session**

The Committee shall resolve 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.

**7. Salary Report**

To receive and consider the annual salary report.

**8. Training Report**

To receive the report on staff training.

**9. Date of the next meeting**

To note date of next meeting: **25 July 2023 at 14.00.**



**Minutes of a meeting of the Personnel Committee held on 21 March 2023 in the Council Chamber, Town Hall, East Street, Wareham at 10am**

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

**Officer Present:** N Gray, Town Clerk and RFO

**650. Apologies for absence**

There were no apologies.

**651. Declarations of Interest**

There were no declarations of interest.

**652. Public participation time**

There were no members of the public present.

**653. Confirmation of the minutes of the Personnel Committee meeting**

The Minutes of the meeting held on 30 January 2023 were **APPROVED** as a correct record of the meeting and were signed by the Chairman.

**654. Matters arising from the minutes of the previous meeting**

There were no matters arising.

**655. Any other items the Chairman deems urgent**

There were no items deemed urgent.

**656. Date of the next meeting**

The next meeting would be held on **6 June 2023 14:00**

**657. 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*

**658. Appointment of Caretaker/Groundsman**

The Clerk noted to offer of appointment of Caretaker/Groundsman had been accepted by Mr Tom Hannam who would commence on 11 April 2023 at SCP 17.

**659. Staffing Update**

The Clerk updated members on the following items: -

- The new 3-week rota for the Grounds Team would commence on 17 April 2023.
- The admin Officer post had gone back out to advert following the recent interviews that had identified a preferred candidate, but who had declined the offer of employment. The closing date was set for 26 March 2023.

- The Deputy Clerk had commenced her CiLCA training.
- The office would be closed for 1 day the following week due to staff commitments.

#### 660. Policies for Consideration

Members considered the proposed Uniform Policy and raised questions on specific areas. It was requested that the Clerk bring a short policy to Policy Resources and Finance to provide for Members ID for those who would like it.

It was **RESOLVED** to recommend APPROVAL of the Uniform Policy to Policy Resources and Finance Committee.

Chairman ..... Date .....

DRAFT