



Town Hall
East Street
Wareham
Dorset
BH20 4NS

19 July 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 25 July 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 (Chair)
- C Turner (Vice-Chair)
- K Critchley
- Z Gover
- K Green
- L Kirk
- M Russell



25 July 2023

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 6 June 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 6 June 2023

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: **26 September 2023 at 14.00.**

8. Confidential session

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. General Staff Update - Verbal

To provide the Committee with an update on the current staffing position.



Minutes of a meeting of the Personnel Committee held on 6 June 2023 in the Council Chamber, Town Hall, East Street, Wareham at 2pm

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

Officer Present: N Gray, Town Clerk and RFO

P 001/23 Appointment of Chair

Cllr Green proposed Cllr Budd, which was seconded by Cllr Gover. Cllr Budd accepted the proposal and was unanimously voted to be the Chair of Personnel for the municipal year 2023/24.

P 002/23 Appointment of Vice Chair

Cllr Budd proposed Cllr Gover, which was seconded by Cllr Green. Cllr Gover accepted the proposal and was unanimously voted to be the Chair of Personnel for the municipal year 2023/24.

P 003/23 Apologies for absence

Apologies were received and accepted from Cllr K Critchley and Cllr M Russell.

P 004/23 Declarations of Interest

There were no declarations of interest.

P 005/23 Public participation time

There were no members of the public present.

P 006/23 Confirmation of the minutes of the meeting held on 21 March 2023

Minute No.658 should read "The Clerk noted the offer...".

Subject to the above amendment, the Minutes of the meeting held on 21 March 2023 were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

P 007/23 Matters arising from the minutes of the previous meeting

There were no matters arising.

P 008/23 Any other items the Chairman deems urgent

There were no items deemed urgent.

P 010/23 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 011/23 Training Report

The Chairman requested the item be brought forward on the agenda.

The Clerk presented the report noting some training had been given, but further training would be carried out on an “as and when required” basis to ensure that Health and Safety requirements were met.

The report was NOTED.

Cllr Kirk joined the meeting.

P 012/23 Salary Report

The Clerk presented the confidential report, which noted staff commencement dates and contractual obligations in respect of salaries, along with the differential percentage between the Deputy Clerk and Clerk, and with details of staff working time. The Clerk noted she had inadvertently missed the contractual SCP rise on 1 April 2023 for her own salary and this would be applied and backdated as a result. The Clerk then left the room to enable members to freely discuss the report.

It was **RESOLVED** that the Clerk receive an additional SCP rise to SCP 46 backdated to 1 April 2023 in recognition of the work she had achieved since arriving and to create a greater percentage gap between the Clerk and Deputy.

It was **RESOLVED** to enter a consultation with the Finance Officer in respect of potentially reducing the hours.

P 009/23 Date of the next meeting

The next meeting would be held on 25 July 2023 14:00.

Chairman Date