



Town Hall
East Street
Wareham
Dorset
BH20 4NS

20 September 2023

To: All Members of the Personnel Committee

YOU ARE SUMMONED TO ATTEND an ordinary meeting of the **Personnel Committee** to be held on **26 SEPTEMBER 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 (Chairman)
- C Turner (Vice Chairman)
- K Critchley
- Z Gover
- K Green
- L Kirk
- M Russell



26 SEPTEMBER 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 25 JULY 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 25 JULY 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: **28 NOVEMBER 2023 at 14:00 hrs**

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. Staffing Update

To receive an update on all staffing matters from the Clerk.



Minutes of a meeting of the Personnel Committee held on 25 July 2023 in the Council Chamber, Town Hall, East Street, Wareham at 2pm

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

Officer Present: N Gray, Town Clerk and RFO

P 010/23 Apologies for absence

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

P 011/23 Declarations of Interest

There were no declarations of interest.

P 010/23 Public participation time

There were no members of the public present.

P 011/23 Confirmation of the minutes of the meeting held on 6 June 2023

The Minutes of the meeting held on 6 June 2023 were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

P 012/23 Matters arising from the minutes of the previous meeting

There were no matters arising.

P 013/23 Any other items the Chairman deems urgent

There were no items deemed urgent.

P 014/23 Date of the next meeting

The next meeting would be held on 26 September 2023 at 14:00.

P 015/23 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 016/23 General Staff Update

The Clerk provided a general update on staffing matters, noting a phased return for one member of staff and the last working date of another. The Clerk requested that no consideration be made regarding new staff appointments until everyone had time to settle back into their respective roles, and then the matter could be revisited.

The report was NOTED.

Chairman Date