



Town Hall
East Street
Wareham
Dorset
BH20 4NS

14 March 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 21 MARCH 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.

MEMBERS OF Personnel Committee

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

Nicola Gray
Town Clerk

21 March 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 30 January 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 30 January 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: **6 June 2023 at 14.00.**

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. Appointment of Caretaker/Groundsman

To confirm the appointment of Caretaker/Groundsman.

10. Staffing Update

To receive an update on staffing matters generally.

11. Policies for Consideration

To consider the following policy for recommendation to Policy Resources and Finance Committee:

a) Uniform Policy



Minutes of a meeting of the Personnel Committee held on 30 January 2023 in the Council Chamber, Town Hall, East Street, Wareham at 10am

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

Officer Present: N Gray, Town Clerk and RFO

559. Apologies for absence

Apologies for absence were received and accepted from Cllr K Critchley.

560. Declarations of Interest

There were no declarations of interest.

561. Public participation time

There were no members of the public present.

562. Confirmation of the minutes of the Personnel Committee meeting

The Clerk read out the minutes of the Committee held on 17 January 2023 in the absence of them being included in the meeting papers in error, which were **APPROVED** as a correct record of the meeting and were signed by the Chairman following the meeting.

563. Matters arising from the minutes of the previous meeting

There were no matters arising.

564. Any other items the Chairman deems urgent

There were no items deemed urgent.

565. Date of the next meeting

To note date of next meeting: **21 March 2023 14:00**

566. 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

567. Update on Staffing

The Clerk provided an update on the progress with the new posts which were both out to advert and had closing dates in February, the Deputy Clerk's progress with CiLCA registration, and confirmed the recent staffing matters which had been through the disciplinary process were now completed.

The Clerk provided the Committee with information which had come to light following the process which was not known at the time and would be shared with Council for transparency and learning.

Chairman Date



WAREHAM TOWN COUNCIL PERSONNEL COMMITTEE – REPORT

Meeting Date: 21 March 2023

Agenda Item: 11

Subject:	Uniform Policy
Prepared by:	Nicola Gray, Town & RFO
Purpose of Report:	To consider the Uniform Policy for recommendation to Policy, Resources and Finance.
Background:	<p>Wareham Town Council has never had a uniform policy in place.</p> <p>Providing uniform to staff who require it for safe working, working outside or using particular equipment is a duty under Health and Safety regulation.</p>
Key Points:	<p>The policy at Appendix 1 sets out the remit of the policy, its purpose, the breadth of what it should cover and the requirements for what uniform should be provided and in what quantity.</p> <p>Arco have been used to benchmark pricing, however, other suppliers may be used to achieve cost savings, but not at the expense of quality or health and safety requirements. For example, only recognised safety wear will be purchased, not standard clothing from retail stores.</p> <p>The list of required uniform is the recommended items following review of working practices within the Council, and although the list is not exhaustive, only items which are required for work being carried out will be purchased.</p> <p>Uniform will be signed for when issued and returned when replacements are required, or upon termination of employment. Any branding on clothing will be extracted and destroyed before disposal of items to avoid any misuse of the Council's identity. Replacements will only be issued when approved by a senior officer following inspection of the item being replaced to determine the necessity.</p>
Implications:	<p>Failure to provide the correct uniform for health and safety purposes is a breach of health and safety regulation which could lead to injury, or worse, death, and claim against the Council.</p> <p>Council has a duty of care to all staff and should provide adequate protection against all weathers for those working outside.</p>
Recommendation:	To consider the Uniform Policy and recommend its approval to the Policy Resources and Finance Committee.

WAREHAM TOWN COUNCIL

UNIFORM POLICY

1. PURPOSE

To ensure that staff wear uniform in a way to comply with health and safety requirements, present a professional image and ensure that there is consistent practice across Wareham Town Council ("the Council"), enabling staff to have a single source of reference for the standards set by the Council for the wearing of uniform.

To ensure that all staff wear an identity badge or card, enabling visitors, contractors and the public to easily identify that they are on official Council business.

To ensure that Council vehicles are easily identifiable with the Council branding, enabling the public to identify the vehicle as on official Council business.

2. SCOPE

2.1 The Council expects employees' appearance to be always professional both within the workplace and when representing the Council. The purpose of this policy is to provide guidance on the required standards of dress and appearance.

2.2 The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance, and everyone must use common sense in adhering to the principles underpinning the policy.

2.3 The Council recognises the diversity of cultures and religions of its employees and will take a sensitive approach when this affects dress and uniform requirements. However, priority will be given to health and safety, security and other similar considerations.

2.4 Where there are disability issues in relation to this policy the senior officer will identify with the employee what reasonable adjustment should be made.

2.5 All the Council's offices and workplace will have the potential for visitors, whether Council guests or members of the public, and employees must therefore be dressed in a way which presents a positive image of the Council.

2.6 Wareham Town Council is committed to promoting positive measures that eliminate all forms of unlawful or unfair discrimination on the grounds of age, marriage and civil partnership, disability, race, gender, religion/belief, sexual orientation, gender reassignment and pregnancy/maternity or any other basis not justified by law or relevant to the requirements of the post. The Council will therefore take every possible step to ensure that this policy is applied fairly to all employees regardless of the aforementioned protected characteristics or employment status.

3. UNIFORM

- 3.1 All operational staff are expected to be in possession of a full set of uniform – **see Appendix 1** for the standard allocation of uniform. The uniform issued must not be substantially altered without the Council's permission and outer garments, such as jackets, coats and hats, along with shirts, will all carry the Wareham Town Council Logo or the wording "Wareham Town Council".
- 3.2 All uniformed staff are expected to maintain their uniforms in accordance with this policy. Uniforms must always be clean and worn in a presentable fashion.
- 3.3 The senior officer should ensure that uniforms, where they are provided are replaced or repaired as necessary, and ensure that, where required, Personal Protective Equipment (PPE) is provided and is fit for purpose
- 3.4 Employees who are required to wear a uniform must ensure that they do so during working hours, unless advised otherwise by the senior officer. The uniform must not be worn for any unauthorised activities outside of the employment of the Council. Any staff found to be actively preventing the clear display of Council branding will be dealt with under the Council's disciplinary and conduct policies.
- 3.5 Where the Council issues uniform, it will remain the property of the Council. Employees must take responsibility to ensure that good care is taken of them, and return any uniforms issued on the termination of employment.
- 3.6 Employees who carry out roles which require protective clothing, e.g., hard hats, masks shoes/boots and gloves, are required to wear this clothing whilst carrying out their duties whenever required by law or by Council health and safety rules.
- 3.7 Procurement of uniforms and protective wear will be managed by the Deputy Clerk consideration will always be given as to whether any reasonable individual adjustments are required.

4. NAME BADGES/ID CARDS

- 4.1 ID Cards with a lanyard shall be issued to all staff, with pin/magnetic badges provided for more formal occasions.
- 4.2 The information side should be always on display and will display name and role, along with the Wareham Town Council logo.
- 4.3 This should be shown when requested by members of the public or by visitors.
- 4.4 If a name badge is lost, then it is the personal responsibility of the employee to immediately report the loss to the senior officer. Replacements will be issued as soon as possible

5. BRANDING

5.1 All Wareham Town Council vehicles shall be appropriately branded with the Council name or logo to ensure ease of identity for the public.

5.2 Locations and branding of signs within the parish is a matter for Council only.

6. BREACH OF POLICY

6.1 First occasions of breaching this policy will be managed informally by the direct line manager. Actions may include requiring the employee to return home to change. Where there is a second breach, a direct line manager may require the employee to go home to change and to make up this lost time.

6.2 Where an employee either successively fails to comply with this policy or their dress/appearance is substantially in breach of this policy then this may be dealt with as a formal conduct issue and the employee may be subject to disciplinary action within the Council's Conduct Policy.

APPENDIX 1 - UNIFORM ISSUE LIST

The following items are standard issue uniform for grounds staff in accordance with Health and Safety advice. The Holdall, helmet, goggles and ear defenders are one off purchase and can be reissued to other staff on leaving.

Item	Arco Page No.	Type	Brand ed	Colour	Full time Qty	Part time Qty	Season				Current Arco Costs per item INC VAT
							Spring	Summer	Autumn	Winter	
Holdall/Bag		Holdall bag to store uniform		-	1	1	✓	✓	✓	✓	20.40
Safety helmet				-	1	1	✓	✓	✓	✓	9.59
Safety goggles/glasses				-	1	1	✓	✓	✓	✓	3.36
Ear defenders				-	1	1	✓	✓	✓	✓	
Safety gloves				-	1	1	✓	✓	✓	✓	3.89
Safety boots				-	1	1			✓	✓	49.99
Safety trainers				Black	1	1	✓	✓			29.99
Hi-vis vest	186	Arco Ultra Zip-Up Hi-Vis Vest	✓	Yellow	1	1	✓	✓	✓	✓	3.59
Hi-vis all weather jacket	191	4-in-1 Hi Vis Coat	✓	Yellow	1	1	✓	✓	✓	✓	51.60
Hi-vis all weather trousers	196	Breathable Hi-Vis Over trousers		Yellow	1	1	✓	✓	✓	✓	37.19
Trousers	263	Trojan Multi-Pocket Tradesman Trousers		Black/Grey	3	2			✓	✓	45.59
Shorts	263	Trojan Tradesman Shorts		Black	3	2	✓	✓			39.59
Belt	262	Trojan Tradesman Belt		Black	1	1	✓	✓	✓	✓	14.39
Polo shirt	254	Trojan Wicking Polo Shirt	✓	Maroon	5	3	✓	✓	✓	✓	15.49
Sweatshirt	261	Fairtrade Sweatshirt	✓	Maroon	2	1			✓	✓	21.59
Beanie	251	Regatta Thinsulate Beanie Hat	✓	Maroon	1	1			✓	✓	3.78
Baseball Cap	251	Trojan Baseball Cap	✓	Maroon	1	1	✓	✓			9.59
Sun cream				-	1	1	✓	✓			Various

Note: Prices are for indicative purposes for this report only and additional costs will be incurred for branding.