



WAREHAM TOWN COUNCIL

Wareham Town Council
Town Hall
East Street
Wareham
Dorset
BH20 4NS

21 January 2020

To: All Members of the Personnel Committee

NOTICE IS HEREBY GIVEN that a meeting of the **Personnel Committee** will be held on **28 January 2020** in the Council Chamber, Town Hall, East Street, Wareham at **10:30 hrs** for the purpose of transacting the business set out in the Agenda below and you are hereby requested to attend.

Vanessa Ricketts
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
 C Turner
 K Critchley
 B Ezzard
 Z Gover
 K Green
 M Russell



WAREHAM TOWN COUNCIL

Personnel Committee

AGENDA

28 January 2020

1. Apologies for absence

To receive any apologies for absence.

2. Declarations of interest

To receive any declarations of interest.

3. Minutes of the Personnel Committee

To confirm as a correct record the minutes of the Personnel Committee meeting held on 13 November 2019.

4. Matters arising from the minutes of the previous meeting

5. Security of personnel

The Town Clerk to advise on a matter of concern regarding the personal security of staff working late meetings and to consider remedial action.

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

7. 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

8. Contracts of Employment

To agree a new draft contract of employment for all staff.

9. Staff handbook

To agree a new draft staff handbook for all staff.

8. Date of the next meeting

To note date of next meeting: **21 April 2020 at 10.30.**