



Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

21 July 2020

To: All Members of the Personnel Committee

**NOTICE IS HEREBY GIVEN** that a meeting of the **Personnel Committee** will be held on **28 July 2020** via Zoom at **10:30 hrs** for the purpose of transacting the business set out in the Agenda below and you are hereby requested to attend.

### **Public Participation**

Due to the current government coronavirus response, the Town Council will be meeting online. Members of the public are encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Clerk and these will be made available to all Councillors. Members of the public may also link in to observe the meeting using the details below:

The Zoom meeting ID is: 895 9378 3675

Or click here: <https://us02web.zoom.us/j/89593783675>

***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  
                              K Critchley  
                              B Ezzard  
                              Z Gover  
                              K Green  
                              M Russell  
                              C Turner

**Vanessa Ricketts FSLCC**  
**Town Clerk**

**28 JULY 2020**

**1. Election of Chairman**

To elect by resolution the Committee Chairman for the 2020/2021 municipal year.

**2. Election of Vice-Chairman**

To elect by resolution the Committee Vice Chairman for the 2020/2021 municipal year.

**3. Apologies for absence**

To approve by resolution to accept any apologies for absence submitted by members and to note the reasons given.

**4. Declarations of interest**

To note any declarations of interest (including pecuniary interest) made by Members in respect of items on this agenda and to deal with any requests for dispensations

**5. Public participation time**

Members of the public have been encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Clerk and these have been made available to all Councillors. The response to these questions or comments will be addressed at this point

**6. Minutes of the Personnel Committee**

To confirm as a correct record the minutes of the Personnel Committee meeting held on 28 January 2020 and the Extraordinary Meeting held on 11 March 2020.

**7. Matters arising from the minutes of the previous meetings**

To consider any matters arising from the minutes of the meeting held on 28 January 2020 and the Extraordinary Meeting held on 11 March 2020.

**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. Salary report**

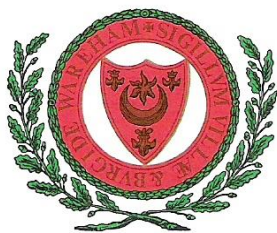
To receive the annual salary report.

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

For report, information or for the agenda at the next meeting of the Policy, Resources and Finance Committee.

**11. Date of the next meeting**

To note date of next meeting **20 October 2020 at 10.30.**



**Minutes of a meeting of the Personnel Committee held on 28 January 2020 in the Council Chamber, Town Hall, East Street, Wareham at 10.30am.**

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

**Officer Present:** V Ricketts - Town Clerk

**13. Apologies for absence**

There were no apologies for absence.

**14. Declarations of Interest**

There were no declarations of interest.

**15. Confirmation of the minutes of the Personnel Committee meeting of 13 November 2019.**

The minutes of the meeting of the Personnel Committee held on 13 November 2019 were presented by the Chairman.

**Resolved** that the minutes be accepted as a correct record.

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

There were no matters arising.

**17. Security of personnel**

The Town Clerk reported that, due to concerns regarding the safety of staff after late meetings, she had given an instruction that the front doors should be closed at the start of meetings and the portable door bell brought into the Council Chamber in order to attend to any public who may ring for entry; thus ensuring that the doors do not remain open whilst the rest of the building is unattended. Members were happy with this arrangement.

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

There were no matters of urgency.

**19. Date of the next meeting**

The next meeting of the Personnel Committee would take place on **21 April 2020 at 10.30.**

**20. 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.

**21. Contracts of employment**

Members considered a draft standardised contract of employment for all staff. With one small amendment, it was unanimously –  
**Resolved** to adopt the new standardised contract of employment.

**22. Staff Handbook**

Members considered a draft staff handbook. With one small amendment, it was unanimously –  
**Resolved** to adopt the new staff handbook.

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



**Minutes of the extraordinary meeting of the Personnel Committee held on 11 March 2020 in the Council Chamber, Town Hall, East Street, Wareham at 10.30am.**

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

**Officer Present:** V Ricketts - Town Clerk

**23. Apologies for absence**

Apologies for absence. B Ezzard

**24. Declarations of Interest**

There were no declarations of interest.

**25. 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.

**26. Staff accommodation and IT provision**

Members were advised of the staff IT requirements and further developments in order to meet business continuity needs in the light of the COVID-19 pandemic. Accommodation issues were also discussed and it was noted that some staff were experiencing disruptions to work which was impacting on their hours of work.

**Resolved** that:

- a) The Town Clerk be supported in the purchase, under delegated authority, of an additional laptop in order that all key staff can work from home in the event of a lockdown or requirement for self-isolation.
- b) The Operations Manager move into the Town Clerk's office for a temporary period, in order to meet the current needs of the Council, and this arrangement to be kept under review.

**27. Date of the next meeting**

The next meeting of the Personnel Committee would take place on **21 April 2020 at 10.30.**

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