



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

12 November 2020

To: All Members of the Personnel Committee

NOTICE IS HEREBY GIVEN that an extra meeting of the **Personnel Committee** will be held on **18 November 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:

Click here to join the meeting: <https://us02web.zoom.us/j/84613320718>

Meeting ID: 846 1332 0718

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
 B Ezzard
 Z Gover
 K Green
 M Russell

Vanessa Ricketts
Town Clerk



18 November 2020

1. Apologies for absence

To receive any apologies for absence.

2. Declarations of interest

To receive any declarations of interest.

3. 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.

4. Minutes of the Personnel Committee

To confirm as a correct record the minutes of the Personnel Committee meeting held on 20 October 2020.

5 Matters arising from the minutes of the previous meeting

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

7. Date of the next meeting

To note date of next meeting: **12 January 2021 at 10.30.**

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

10. Staff Review.

- a) To receive and update on the roll out of the outcomes of the staff review.
- b) To agree the recruitment process of the additional staff required (job descriptions attached).
- c) To consider the ancillary issues raised in the consultant's report.



Minutes of a meeting of the Personnel Committee held on 20 October 2020 via Zoom at 10.30am.

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

Officer Present:

V Ricketts - Town Clerk

222. Apologies for absence

There were no apologies for absence.

223. Declarations of interest

There were no declarations of interest.

224. Public participation time

The Town Clerk reported that there had been no questions or comments received under 'Public Participation' in advance of the meeting and no members of the public were present.

225. Minutes of the Personnel Committee

Resolved that the minutes of the Personnel Committee meeting held on 28 July and the Extraordinary meetings of 7 August and 1 September 2020 be approved.

226. Matters arising from the minutes of the previous meeting

There were no matters arising.

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

There were no matters of urgency.

228. Date of the next meeting

The date of the next meeting would be confirmed by Council at its meeting on 3 November 2020, unless an Extraordinary Meeting of the Committee was required in the meantime.

229. 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*

230. Overtime and Annual Leave report.

Members received a report on the claimed overtime of the Operational Staff for 2019/20 and 2020/21, and the Annual Leave taken/remaining of all Council staff for the current year.

Resolved that, as per the National Joint Councils Local Government Terms and Conditions of Employment (Green Book) under which all Wareham Town Staff are employed, no overtime be paid to any salaried staff on Spinal Column Point (SCP) 28 (23 in the new pay spine) or over, and that time off in lieu be offered in its place.

231. Staff Review.

Members considered the staff review report prepared by the Council's appointed consultant and discussed its findings at length. The Town Clerk advised that she had sent a copy of the report to the Council's HR lawyers, Ellis Whittam, for supplementary legal advice. They had expressed no concern with the implementation of the review, as set out in the report, should it be approved.

The Town Clerk left the meeting for a period to enable the Members to discuss the report without prejudice.

Resolved:

- a) That the staff review report be accepted, findings noted and that formal thanks be extended to the consultant for a comprehensive report;
- b) That the previous decision of this Committee on 13 November 2019 (minute 9 refers), be rescinded in accordance with the Council's Standing Orders (4.3);
- c) That the Chairman of Policy, Resources and Finance Committee be asked to convene an Extraordinary Meeting of the Committee, as soon as possible, to discuss the financial implications of the recommendations;
- d) That it be delegated to the Town Clerk, in consultation with the Chairman of Personnel, to prepare a redacted report for Policy, Resources and Finance Committee and Council, for consideration;
- e) That the Chairmen of both Personnel Committee and Policy, Resources and Finance Committee, together with the Town Clerk, in her capacity as Head of Paid Service, be tasked to interview all members of staff should the staff review be approved by Council;
- f) That the full recommendations of Personnel Committee, resolved at this meeting, regarding the details of the staff review, be appended to the staff review report for consideration by Policy, Resources and Finance Committee and Council.

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