



Town Hall
East Street
Wareham
Dorset
BH20 4NS

14 September 2021

To: All Members of the Personnel Committee

YOU ARE SUMMONED TO ATTEND a meeting of the **Personnel Committee** to be held on **21 September 2021** 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.

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

Vanessa Ricketts
Town Clerk

21 September 2021

1. Election of Chairman

To elect by resolution the Committee Chairman for the 2021/2022 municipal year.

2. Election of Vice-Chairman

To elect by resolution the Committee Vice-Chairman for the 2021/2022 municipal year.

3. Apologies for absence

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

4. 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)

5. 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)

6. Confirmation of minutes of previous meeting held on 6 April 2021

To confirm, as a correct record, the minutes of the previous meeting of the Committee (LGA1972 sch12).

7. Matters arising from the minutes of the last meeting held on 6 April 2021

To consider any matters arising from the previous minutes of the Committee.

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

9. Date of the next meeting

To note date of next meeting: **11 January 2022 at 10.30.**

10. 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

11. Staff training

To receive a report on staff training undertaken in the past year.

12. Appraisals

To be advised of progress of the annual appraisal process.

13. Recruitment of Lengthsman

To consider the recruitment of a part-time lengthsman (deferred from 6 April 2021)