



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

29 March 2022

To: All Members of the Personnel Committee

YOU ARE SUMMONED TO ATTEND a meeting of the **PERSONNEL COMMITTEE** to be held on **5 APRIL 2022** in the Council Chamber, Town Hall, East Street, Wareham at **10.30 AM** 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

Katherine Noble
Acting Town Clerk



**PERSONNEL
COMMITTEE
AGENDA**

5 April 2022

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 16 March 2022

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

5. Matters arising from the minutes of the last meeting held on 16 March 2022

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. 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. Staff Review

To receive the staff review report prepared by the Council's appointed consultant.

9. Staff Issues

To consider response to email and other issues.

10. Overtime, Flexi and TOIL

To receive a report on claimed overtime for 2021/22 and TOIL and flexi accrued by staff.

11. Staff Training

To receive update on staff training requirements.

12. Staff Handbook

Verbal report.

13. Annual Pay Report

To receive the annual pay report detailing the current salaries of Council staff.

14. Recruitment of Town Clerk and Responsible Finance Officer

To agree interview process for appointing the Town Clerk and Responsible Finance Officer.