



# WAREHAM

Town Council

Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

12 August 2022

To: All Members of the Personnel Committee

**YOU ARE SUMMONED TO ATTEND** an extra-ordinary meeting of the **Personnel Committee** to be held on **Wednesday 17 August 2022** in the Council Chamber, Town Hall, East Street, Wareham at **9:30 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

Nicola Gray  
Town Clerk



**PERSONNEL  
COMMITTEE  
AGENDA**

**17 August 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 3 August 2022**

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

**5. Matters arising from the minutes of the last meeting held on 3 August 2022**

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

**6. To receive an update and recommend appointment of Deputy Town Clerk**

**7. Policy Review**

To consider adopting the following updated policies:

- a) Disciplinary Policy

**8. Any other items the Chairman deems urgent**

For report, information or for the agenda at the next meeting of the Personnel Committee.

**9. Date of the next meeting**

To note date of next meeting: **25 October 2022 at 10.30.**



**Minutes of an extraordinary meeting of the Personnel Committee held on 3 August 2022 in the Council Chamber, Town Hall, East Street, Wareham at 11.30 am.**

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

**Officer Present:** N Gray, Town Clerk and RFO; K Noble, Deputy Town Clerk

**200. Apologies for absence**

There were no apologies for absence.

**201. Declarations of Interest**

There were no declarations of interests.

**202. Confirmation of the minutes of the Personnel Committee meeting held on 19 July 2022**

The minutes of the last meeting of the Personnel Committee held on 19 July 2022 were presented by the Chairman.

**Resolved** that the minutes be accepted as a correct record and signed by the Chairman, subject to the following amendment of 168;

A lengthy discussion took place. **Resolved** that the Town Clerk is delegated, in consultation with the Chair of the Personnel Committee and Chair of the Policy, Resources and Finance Committee, to produce a detailed report.

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

There were no matters arising.

**204. Policy review**

a) Grievances

**Resolved** the policy be approved subject to the agreed amendment to 2.3.

b) Disciplinary

Due to some issues raised, this item be deferred until the next meeting.

**205. Any other items the Chairman deems urgent**

There were no matters of urgency.

**206. Date of the next meeting**

To note date of next meeting: **25 October 2022 at 10:30 am.**

**207. 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*

**208. Overtime, Flexi and TOIL report**

A further report would be considered at Policy, Resource & Finance Committee.

**209. Staff training**

An issue relating to training and its respective increment rise was thoroughly considered. **Resolved** that on this occasion the recommendation was not approved.

**210. Staff issues**

There were no issues raised.

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

DRAFT