



**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 .....