



Minutes of a meeting of the Personnel Committee held on 21 September 2021 in the Council Chamber, Town Hall, East Street, Wareham at 10.30am.

Councillors Present: K Critchley, Z Gover, K Green, L Kirk and C Turner (Vice Chairman)

Officer Present: V Ricketts - Town Clerk

136. Election of Chairman

Resolved that Councillor D Budd be re-elected to the office of Committee Chairman for the 2021/2022 municipal year.

137. Election of Vice-Chairman

Resolved that Councillor C Turner be re-elected to the office of Committee Vice Chairman for the 2021/2022 municipal year.

138. Apologies for absence

Apologies for absence were received from Councillor D Budd. In Councillor Budd's absence Councillor Turner took the chair.

139. Declarations of Interest

There were no declarations of interest.

140. Confirmation of the minutes of the Personnel Committee meeting

The minutes of the last meeting of the Personnel Committee held on 6 April 2021 were presented by the acting Chairman.

Resolved that the minutes be accepted as a correct record.

141. Matters arising from the minutes of the previous meeting

The Committee wished to express their thanks to the Deputy Town Clerk for her excellent skills at the last Council meeting.

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

It was reported that, in line with the terms of the staff contracts, a member of staff had requested leave to seek additional employment in their free time. The request was agreed.

143. Date of the next meeting

To note date of next meeting: **11 January 2021 at 10.30.**

144. 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

145. Staff training

The Town Clerk presented a confidential report on the qualifications achieved and training undertaken by the staff team in the past year. The report was noted.

Recommended to Policy, Resources and Finance Committee that the training budget for staff and members be increased in the next financial year.

146. Appraisals

The Town Clerk advised that the annual appraisal review was underway and that her appraisal had been completed and objectives set in line with the Council's Corporate Plan and Action Plan.

Members thanked the staff team for the work they had completed during the summer in making the town so attractive.

147. Recruitment of Lengthsman

Members considered the need for an additional part-time Lengthsman.

Resolved that no additional Lengthsman's post was required during this financial year.

Recommended to Policy, Resources and Finance Committee that

- a) consideration to the future need for a Lengthsman be given through the budget setting process for 2022-2023;
- b) consideration be given to via the underspend from the staff budget (for the cost of the Lengthsman 2021-2022) to any budget heading overspent to meet the statutory duties under the Equalities Act 2010.

Chairman Date