



**Minutes of a meeting of the Personnel Committee held on 19 July 2022 in the Council Chamber, Town Hall, East Street, Wareham at 10.30 am.**

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

**160. Apologies for absence**

Apologies were received from K Noble, Acting Town Clerk.

**161. Declarations of Interest**

There were no declarations of interests registered.

**162. Public Participation**

There were no members of the public present.

**163. Confirmation of the minutes of the Personnel Committee meeting**

The minutes of the last meeting of the Personnel Committee held on 20 June 2022 were presented by the Chairman.

**Resolved** that the minutes be accepted as a correct record and signed by the Chairman.

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

Item 99 – It was agreed that a Locum Clerk was no longer required, due to the newly appointed Town Clerk starting earlier than anticipated.

**165. Policy Review**

a) Grievances policy

After discussion, it was agreed to defer this item to the next Personnel Committee meeting.

b) Disciplinary policy

After discussion, it was agreed that this should be deferred until the next Personnel Committee meeting and for the diary of the Policy Resources and Finance Committee

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

There were no matters of urgency.

**167. 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.

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

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.

**169. Staff training**

After discussion it was agreed that in the absence of the Acting Town Clerk to defer this item to the next Personnel Committee meeting.

**170. Town Clerk and Responsible Finance Officer recruitment**

Nicola Gray had been appointed as the new Town Clerk. Nicola would commence her employment with Wareham Town Council on the 1 August 2022.

All necessary checks on references and qualifications had been carried out.

**171. Deputy Town Clerk recruitment**

This position had been advertised with a closing date of 29 July.

**Resolved** that shortlisting would take place on 3 August at 10.30am. and that the interviews would be conducted on the 10 August 2022. It was agreed that the same panel who interviewed for the Town Clerk’s position would be used in this instance. The presentation for the position was agreed.

**172. Staff Issues**

There were none brought to the meeting.

**173. Date of the next meeting**

An extraordinary meeting would be held on **Wednesday 27 July at 9:00 am.**

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