



Minutes of a meeting of the Personnel Committee held on 8 March 2022 in the Council Chamber, Town Hall, East Street, Wareham at 3.30pm.

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

Officer Present: K Noble – Deputy Town Clerk

376. Apologies for absence

There were no apologies for absence.

377. Declarations of Interest

There were no declarations of interests.

378. Public participation time

There were no members of the public present.

379. Informal meeting notes

The notes from the informal meeting held on 2 February were approved, subject to the agreed amendment to item 8.

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

There were no matters of urgency.

381. Date of the next meeting

To note date of next meeting: **5 April 2022 at 10.30am.**

382. 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*

383. Staff issues

Following the resignation of the Town Clerk, Members were advised that a letter of acceptance had been sent by the Mayor. The final date of employment will be 31 May 2022.

Resolved that as from 7 March 2022, the Deputy Town Clerk was appointed to the position of Acting Town Clerk and Responsible Finance Officer during the absence of the current Town Clerk/until a new Town Clerk was in post.

Members agreed to advertise for the position of Town Clerk as soon as possible.

Resolved that an extraordinary meeting of the Committee was scheduled to be held on 16 March 2022 at 2.30 pm, to approve all the recruitment process details.

Staffing of the proposed customer/visitor hub was discussed.

Resolved that the customer/visitor hub would not be staffed by existing employees.

Members were advised of a delay with the building works and that it would be unlikely to open at Easter. Staffing issues relating to the Hub would be considered in due course, when further information was available.

An email from a member of staff was circulated to Members and would be considered at the meeting on 5 April 2022.

384. Pay Award

Resolved that the National Pay Award of 1.75% for 2021/22 was approved and would be paid to employees, backdated to 1 April 2021, before the end of this financial year.

385. Staff review

The staff review report had been received and the full document would be considered at the meeting of the Committee on 5 April 2022. One matter that was deemed urgent was discussed.

Resolved that the recommendation in item 9.18 of the report be approved and backdated to 1 November 2021.

386. Annual leave report

Members were advised that due to a number of reasons, some staff would have additional leave at the end of the year.

Resolved that due to exceptional circumstances, for this year only, two members of staff would be paid for accrued leave that was above the carried forward limit.

Chairman Date