



**Minutes of a meeting of the Personnel Committee held on 25 May 2022 in the Council Chamber, Town Hall, East Street, Wareham at 11.00 am.**

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

**Officer Present:** K Noble, Acting Town Clerk

**32. Election of Chairman**

**Resolved** that Councillor D Budd be re-elected to the office of Committee Chairman for the 2022/2023 civic year.

**33. Election of Vice-Chairman**

**Resolved** that Councillor C Turner be re-elected to the office of Vice-Chairman for the 2022/2023 civic year.

**34. Apologies for absence**

There were no apologies for absence.

**35. Declarations of Interest**

There were no declarations of interest.

**36. Public participation time**

There were no members of the public present.

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

The minutes of the last meeting of the Personnel Committee held on 10 May 2022 were presented by the Chairman.

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

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

One member of staff has completed the GDPR training. The Operations staff would undertake the training in due course.

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

There were no matters of urgency.

**40. Date of the next meeting**

To note the date of the next meeting: **5 July 2022 10.30am**

**41. 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

**42. Recruitment of Town Clerk and Responsible Finance Officer**

Members were informed that the Acting Town Clerk had received an email from the preferred candidate that morning, confirming that she would not be accepting the position.

**Resolved** that the agreed updated advert was published through DAPTC, SLCC, Dorset Council and South West Councils websites at a maximum cost of £1,000. The closing date for applications would be midday on 13 June and interviews would take place on 20 June. The interview panel would be the same members as before and they were delegated to make a job offer to the preferred candidate.

**43. Resignation of Deputy Town Clerk**

A lengthy discussion took place regarding options for advertising the position and timescales.

**Resolved** that the Acting Town Clerk was delegated, in conjunction with the Chairman and Vice-Chair, to produce the job description, personal specification, advert and to agree the dates for the advertising and interviews.

**44. Finance Officer**

Members were presented with a confidential report.

**Resolved** that the Finance Officer’s hours are increased to 20 hours per week as from 1 June 2022. The Committee’s approved proposal for the accrued hours was to be agreed with the Finance Officer.

**45. Staff issues**

Six members signed a motion to revisit the decision from the meeting held on 5 April 2022 (minute 460) in regard to a training request, due to additional information being made available.

**Resolved** that it was recommended to the Policy, Resources & Finance Committee to approve the additional cost of £997.50 + VAT, subject to the repayment clause being included.

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