



**Minutes of an extraordinary meeting of the Personnel Committee held on 17 August 2022 in the Council Chamber, Town Hall, East Street, Wareham at 9:30am**

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

**Officer Present:** N Gray, Town Clerk and RFO

**248. Apologies for absence**

Apologies were received and accepted from Cllr Z Gover.

**249. Declarations of Interest**

There were no declarations of interest.

**250. Public participation time**

There were no members of the public present.

**251. Confirmation of the minutes of the Personnel Committee meeting held on 3 August 2022**

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

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

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

Cllr Critchley asked if the Grievance Policy approved at the last meeting would be presented to Policy, Resources and Finance Committee.

**Resolved** that the Grievance Policy would be presented to Policy, Resource and Finance at its next meeting.

**253. To receive an update and recommend appointment of Deputy Town Clerk**

The Clerk provided an update of the position noting the offer of the position had not been taken up for personal reasons.

A discussion took place regarding the remaining applicants and what options were available.

**Resolved** to readvertise the position of Deputy Town Clerk as soon as possible, with focus on Dorset Council jobs and BCP jobs sites, along with the SLCC and Council notice board, with the inclusion that previous applicants need not apply.

**Resolved** that the Clerk send out options for the shortlisting and interview dates to members.

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Initials.....

**Resolved** that Cllrs Budd and Turner, in conjunction with the Clerk, would look at the Job Description and Person Specification to see if any amendments were necessary.

**254. Policy Review**

Members discussed the suggested amendments to the Disciplinary Policy following the suggestions made at the last meeting.

**Resolved** that the amendments were agreed.

**Resolved** that the wording in section 3, paragraph 4, be reconsidered by Cllrs Budd and Turner to ensure it reflects the need for immediate action to be taken in such circumstances.

**Resolved** that following the revised wording, the Policy would be presented to the next Policy, Resources and Finance Committee.

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

Cllr Budd asked that the Staff Handbook be reviewed at the next meeting for re issue to staff.

**256. Date of the next meeting**

To note date of next meeting: **25 October 2022 at 10:30am**

The meeting closed at 10.30am.

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