



**Minutes of a meeting of the Personnel Committee held on 17 January 2023 in the Council Chamber, Town Hall, East Street, Wareham at 3pm**

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

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

**521. Apologies for absence**

There were no apologies for absence.

**522. Declarations of Interest**

There were no declarations of interest.

**523. Public participation time**

There were no members of the public present.

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

The Clerk read out the minutes of the Committee held on 25 October 2022 in the absence of them being included in the meeting papers in error, which were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

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

There were no matters arising.

**526. Update on Pay Award**

The Clerk provided an update on the NJC pay award which had been emailed to members in November when the pay deal had been settled. The agreement had seen all pay scales have £1 per hour added and from 1 April 2023 an additional day's leave would be granted taking the annual leave allowance from 22 days to 23, with an additional 3 days on the completion of 5 years continuous service.

The report was NOTED.

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

There were no items deemed urgent.

**528. Date of the next meeting**

To note date of next meeting: **21 March 2023 10:30**

**529. 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*

**530. Staff Review**

The Clerk presented a revised job description and person specification for an Administrative Officer and recommended the Committee consider going out to advert as soon as possible if they were agreeable.

The Clerk also presented a revised staff structure for the organisation explaining that consultation with employees would take place before any changes were made, but indications from informal meetings had been extremely favourable.

It was **RESOLVED** to approve the new staff structure and to advertise for an Administrative Officer without delay, with recruitment for the remaining vacant posts to be done once the consultation had been satisfactorily completed.

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