



Minutes of a meeting of the Personnel Committee held on 21 March 2023 in the Council Chamber, Town Hall, East Street, Wareham at 10am

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

650. Apologies for absence

There were no apologies.

651. Declarations of Interest

There were no declarations of interest.

652. Public participation time

There were no members of the public present.

653. Confirmation of the minutes of the Personnel Committee meeting

The Minutes of the meeting held on 30 January 2023 were **APPROVED** as a correct record of the meeting and were signed by the Chairman.

654. Matters arising from the minutes of the previous meeting

There were no matters arising.

655. Any other items the Chairman deems urgent

There were no items deemed urgent.

656. Date of the next meeting

The next meeting would be held on **6 June 2023 14:00**

657. 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*

658. Appointment of Caretaker/Groundsman

The Clerk noted to offer of appointment of Caretaker/Groundsman had been accepted by Mr Tom Hannam who would commence on 11 April 2023 at SCP 17.

659. Staffing Update

The Clerk updated members on the following items: -

- The new 3-week rota for the Grounds Team would commence on 17 April 2023.
- The admin Officer post had gone back out to advert following the recent interviews that had identified a preferred candidate, but who had declined the offer of employment. The closing date was set for 26 March 2023.

- The Deputy Clerk had commenced her CiLCA training.
- The office would be closed for 1 day the following week due to staff commitments.

660. Policies for Consideration

Members considered the proposed Uniform Policy and raised questions on specific areas. It was requested that the Clerk bring a short policy to Policy Resources and Finance to provide for Members ID for those who would like it.

It was **RESOLVED** to recommend APPROVAL of the Uniform Policy to Policy Resources and Finance Committee.

Chairman Date

DRAFT