



26 February 2021

Dear Councillor

You are invited to join a virtual meeting of the **PERSONNEL, POLICY & STRATEGY COMMITTEE** via video link on **FRIDAY 5 MARCH 2021 at 10.00 am.**

Yours sincerely

A handwritten signature in black ink that reads 'Laurence Hewitt'.

Laurence Hewitt
Town Clerk

Members of the public are invited to submit questions to the Committee in writing by **9.30 am on the day before this meeting** (i.e. Thursday, 4 March 2021) using the following email address: office@wimborne.gov.uk or by delivering a hard copy of the question to the Town Hall, West Borough.)

AGENDA

- 1 Apologies for Absence.
- 2 **PROJECT PROGRESS OVERVIEW REPORT**
To receive an updated report (copy herewith).

MEMBERS OF COMMITTEE:

Cllr S K Bartlett (Chairman)
Cllr K F Webb (Vice-Chairman)
Cllr C A Chedgy
Cllr W J Richmond
Cllr M R Tidd

(Note: Chairmen are reminded to arrange for their Vice-Chairmen to attend if they themselves are unable to do so)

LOCALISM ACT 2011 and CODE of CONDUCT

Members are reminded to comply with those elements of the Localism Act and the Town Council's Code of Conduct in respect of disclosable pecuniary interests.

GENERAL CONSIDERATIONS

Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, marital status, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime & Disorder, Health & Safety, Human Rights and Data Protection (General Data Protection Regulation).

PUBLIC ATTENDANCE AT VIRTUAL MEETINGS

Members of the public and press will be allowed to listen *and watch* the meeting in audio mode only using Zoom. To avoid disruption the public and press will not be displayed on video or be able to be heard by the meeting.

Please choose one of the following options to observe and / or listen to the meeting from 10am:

To access online via Zoom website:

1. Access the Zoom Video and Teleconferencing website by the following link:
<https://zoom.us/>
2. Click to 'Join a Meeting'
3. When prompted, insert Meeting ID and Password as below:
Meeting ID: 984 0021 1770
Password: 865461

Please note, you may be asked to register and sign into your Zoom user account. This will require a personal email address and password

To access audio only by telephone:

1. Dial United Kingdom: +44 330 088 5830; or +44 131 460 1196; or +44 203 481 5237; or +44 203 481 5240; or +44 208 080 6591; or +44 208 080 6592.
2. When prompted, insert Meeting ID and Password as below:
Meeting ID: 984 0021 1770
Password: 865461

Any questions which members of the public wish to put to the Council or Committees must be in writing and received by 9.30 am on the preceding working day before the meeting using the following email address: office@wimborne.gov.uk. Alternatively, a written question can be delivered to the Town Hall by 9.30 am on the preceding working day before the meeting. Every effort will be made to answer the question at the meeting but there may be a need to obtain information from other sources and in those circumstances a written response will be provided at a subsequent time.

Item 2 - Project Action Plan – 5 March 2021

Project Name	Project Status	Start Date	End Date	Lead Person	RAG Status	Completed Progress	Planned Next Steps
Wimborne Minster Community Resilience Response Volunteer Group	Live	Spring 2020	Not known	TC/ Cllr Bartlett	Green	The volunteer group was set up in Spring 2020 in response to the COVID19 pandemic. The Town Council has provided some financial and administrative support to the group. The group is now operating independently and meeting the day to day needs of the vulnerable residents of Wimborne e.g., shopping, prescriptions collections etc.	The TC and ATC will continue to work with Cllr Bartlett and monitor the work of the volunteer group.
Task and Finish Group (Response to draft Dorset Local Plan)	Live	February 2021	15 March 2021	ATC/ TC	Green	Various informal meetings have taken place to support the work of the project. Each Team Leader has completed a draft response for their assigned key theme area.	The Town Clerk, Assistant Town Clerk and Cllr Butter will work together to combine the key theme area responses into a single document. This will be submitted to an Extraordinary Meeting of the Council on 12 March 2021. The Town Council must submit its final comments to Dorset Council by Monday 15 March 2021.
Community Asset and Amenity Areas Transfer	Live	Jun-18	Not known	TC	Amber	On 20 November 2018, the Town Council considered a list of possible community asset transfers. The Town Council has accepted offer of ownership of allotments south of Parmiter.	Several questions have arisen over the validity and status of these transfers. Discussions are ongoing with Dorset Council to regularise the situation. Administration for the allotments to be organised.
ICT – Phase 2	Live	Winter 2020	Summer 2021	ATC	Green	First draft of Social Media and ICT Acceptable Use Policy submitted to PPS and changes were required. In particular, expanding Social Media Policy to include all communications.	Update policies (once website accessibility project is completed). Continue to provide Member training and development.
Census 2021	Live	February 2021	21 March 2021		Green	The Census 2021 is being advertised on the Town Council's website and through social media channels.	The Town Council staff will assist any resident with completion of the form.

On-Hold Projects

Project Name	Project Status	Start Date	End Date	Lead Person	RAG Status	Completed Progress	Planned Next Steps
Website Accessibility	On Hold	Summer 2020	March 2021	ATC	Red	At an Extraordinary Meeting of the Town Council on 18 December 2020, it was agreed that Aubergine be contracted to redesign the Council's website to ensure it complies with new accessibility legislation. This work is now underway.	The Project has been put on hold until 15 March 2021 to allow the Assistant Town Clerk to support the work of the Task and Finish Group on the responses to Dorset Council's draft Local Plan.
Climate Change and Biodiversity Task and Finish Group	On Hold	July 2019	Dec 2019	Clrs Shirley and Webb	Red	Money included in the budget for possible expenditure on improving the Town Council's carbon footprint.	Awaiting suggestions.
Neighbourhood Plan	On Hold	January 2020	Not known	Clr Tidd/ TC/ ATC	Red	PPS recommended to Council that a decision on the NP be deferred until October 2021. This recommendation was approved by Full Council on 4 December 2020.	No further action until October 2021.
Ownership of Amenity Spaces (Cranfield Estate)	On Hold	Jan-18	Unknown	WJR	Red	Clr Richmond reported findings to P and E Committee on 3 December 2019 and recommended to Council that Dorset Council claim adverse possession of the relevant areas. On 3 March 2020, Council approved approach to Dorset Council.	Awaiting decision of Dorset Council held up by lockdown and other priorities. Progress unlikely in the near future.
Development of a Corporate Strategy	On Hold	June 2019	Autumn 2019	ATC	Red	The PPS Committee agreed to progress this project at the meeting held on 6 August 2019. However due to other Council projects taking priority and the COVID19 pandemic, this project has been put on hold.	To be discussed at a future meeting.
Next in line Projects							
Meeting Accessibility and the Equality Duty	Not yet started						
Investigation of Live Streaming of	Not yet started						

Project Name	Project Status	Start Date	End Date	Lead Person	RAG Status	Completed Progress	Planned Next Steps
Council and Committee meetings							
Review of Office Printers	Not yet started						
Town Centre Management Committee	Not yet started						
CIL Payments	Not yet started						
Set up of Task and Finish Group on anti-social behaviour and engagement with young people	Not yet started						