



Wimborne Minster Town Council

Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

Minutes of the Personnel, Policy and Strategy Committee meeting held on **Friday 19 August at 10.30am** in the Committee Room at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

Present: Councillors: S Bartlett, C Butter (Chairman), C Chedgy, D March, and S Wheeler.
Officers: L Harrison (Town Clerk).

PPS/2022/024	Apologies for absence None.
PPS/2022/025	Declarations of interest and dispensations Cllr Bartlett declared a non-pecuniary interest (member of Dorset Council).
PPS/2022/026	Public Participation None.
PPS/2022/027	Minutes of the Personnel, Policy and Strategy Committee 8 July 2022 A discussion took place around the draft minute reference PPS/2022/018. Cllr Wheeler proposed that the minutes of the Personnel, Policy and Strategy Committee held on the 8 July 2022 be agreed as a true and accurate record of proceedings with one amendment (removal of the proposal and resolution on the Scheme of Delegation) and signed by the Chairman, seconded by Cllr Chedgy and agreed by all. Resolved: the minutes of the Personnel, Policy and Strategy Committee held on the 8 July 2022 were agreed as a true and accurate record of proceedings with one amendment (removal of the proposal and resolution on the Scheme of Delegation) and were signed by the Chairman.
PPS/2022/028	Minutes of the Personnel, Policy and Strategy Committee 5 August 2022 Cllr March proposed that the minutes of the Personnel, Policy and Strategy Committee held on the 5 August 2022 be agreed as a true and accurate record of proceedings and signed by the Chairman, seconded by Cllr Chedgy and agreed by all. Resolved: the minutes of the Personnel, Policy and Strategy Committee held on the 5 August 2022 were agreed as a true and accurate record of proceedings and were signed by the Chairman.
PPS/2022/029	Draft Model Code of Conduct The draft model Code of Conduct was discussed. Cllr Bartlett proposed to approve and adopt the Model Code of Conduct, seconded by Cllr Wheeler and agreed by all. Resolved: The Model Code of Conduct was approved and adopted.

PPS/2022/030	<p>Exempt business</p> <p>Cllr March proposed to exclude the press and public in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960 on the grounds that the following agenda items being considered involved the disclosure of confidential personnel information, seconded by Cllr Bartlett and agreed by all.</p> <p>Resolved: the press and public were excluded in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960 on the grounds that the agenda items being considered involved the disclosure of confidential personnel information.</p>
PPS/2022/031	<p>Draft staff structure, roles and pay scales</p> <p>The Committee agreed that the current Town Clerk would retain the RFO responsibility and role.</p> <p>The Committee acknowledged the high number of local government roles in the current labour market, with a high number of local government jobs available compared to higher paid jobs in the private sector.</p> <p>Cllr Wheeler proposed the current job title of Finance Administrator was changed to Finance Manager, remain on 30 hours a week, was moved onto SCP 26-32 inclusive and the current role holder placed on SCP 30, seconded by Cllr Bartlett and agreed by all.</p>
PPS/2022/032	<p>Resolved: the current job title of Finance Administrator was changed to Finance Manager, remain on 30 hours a week, moved onto SCP 26-32 inclusive and the current role holder placed on SCP 30.</p>
PPS/2022/033	<p>The draft staff structure was discussed. Cllr Wheeler proposed to adopt the draft staff structure with amendments (RFO responsibility remain with the Town Clerk, the Finance Manager hours remain at 30 hours a week, the Deputy Town Clerk hours were to be confirmed, new Events and Community Liaison Officer role created on 20 hours a week, and Cemetery Grounds staff removed), seconded by Cllr Chedgy and agreed by all.</p> <p>Resolved: the draft staff structure with amendments (RFO responsibility remained with the Town Clerk, the Finance Manager hours remained at 30 hours a week, the Deputy Town Clerk hours were to be confirmed, new Events and Community Liaison Officer role created on 20 hours a week, and Cemetery Grounds staff removed) was approved.</p> <p>The Deputy Clerk role was discussed. Cllr Chedgy proposed the Town Council recommend three options to the Wimborne Cemetery Joint Management Committee (JMC) in relation to the Cemetery Clerk role and report back to the Town Council with a decision within two months:</p> <ul style="list-style-type: none"> (i) Cemetery Clerk role was absorbed into the Town Council Deputy Town Clerk Role and allocated 20-25 hours a week to cemetery duties; or (ii) Cemetery Clerk role was a standalone role separate to the Town Council with the JMC taking responsibility for all Cemetery staff appraisals; or (iii) Cemetery Clerk role was an individual role under WMTC's staff structure, hours to be set by the JMC

<p>PPS/2022/034</p>	<p>Seconded by Cllr Wheeler and agreed by all.</p> <p>Resolved: the Town Council recommended three options to Wimborne Cemetery Joint Management Committee (JMC) in relation to the Cemetery Clerk role and report back to the Town Council with a decision within two months: (i) Cemetery Clerk role was absorbed into the Town Council Deputy Town Clerk Role and allocated 20-25 hours a week to cemetery duties; or (ii) Cemetery Clerk role was a standalone role separate to the Town Council with the JMC taking responsibility for all Cemetery staff appraisals; or (iii) Cemetery Clerk role was an individual role under WMTC's staff structure, hours to be set by the JMC.</p> <p>The Office Manager role was discussed. Cllr Chedgy proposed a new job description for this role based on the recommendations in the Town Clerks Report and including removal of PA responsibilities and new responsibility for all Town Council income management and administration, pay scale changed to SCP 18- 23 inclusive, the current role holder placed on SCP 20, and remain on 25 hours a week, seconded by Cllr Bartlett and agreed by all.</p>
<p>PPS/2022/035</p>	<p>Resolved: new job description for role of Office Manager based on the recommendations in the Town Clerk's Report and including removal of PA responsibilities and new responsibility for all Town Council income management and administration, pay scale changed to SCP 18- 23 inclusive, the current role holder placed on SCP 20, and remained on 25 hours a week.</p> <p>The Events and Community Liaison Officer role was discussed. Cllr Chedgy proposed to create a new role of Events and Community Liaison Officer with responsibility for TM PA, PR/social media, protocol management for civic events and liaison with other groups regarding events, attending events, SCP 18- 24 inclusive, 20 hours a week including weekends, evenings, and bank holiday duties, seconded by Cllr Wheeler and agreed by all.</p>
<p>PPS/2022/036</p>	<p>Resolved: new role of Events and Community Liaison Officer created with responsibility for TM PA, PR/social media, protocol management for civic events and liaison with other groups regarding events, attending events, SCP 18- 24 inclusive, for 20 hours a week including weekends, evenings and bank holiday duties.</p> <p>The Grounds Manager role was discussed. Cllr Chedgy proposed to defer decisions around this role until the Town Clerk had undertaken research in liaison with SW Councils regarding lodge agreement and contract of employment and report back to the Committee, seconded by Cllr March and agreed by all.</p>
<p>PPS/2022/037</p>	<p>Resolved: decisions around the Grounds Manager role were deferred for the Town Clerk to undertake research in liaison with SW Councils regarding lodge agreement and contract of employment and report back to the Committee.</p> <p>Cllr Chedgy proposed to recommend to Cemetery JMC that the Groundsman at the Cemetery comes under WMTC staff structure with</p>

PPS/2022/038	<p>supervisory responsibility via the Town Council's Grounds Manager to provide resilience for cover, appraisals etc), seconded by Cllr March and agreed by all.</p> <p>Resolved: The Town Council recommended to the JMC that the Grounds Manager comes under WMTC staff structure with supervisory responsibility via the Town Council's Grounds Manager to provide resilience for cover, appraisals etc.</p> <p>Cllr Chedgy proposed that the current Grounds staff role names were changed to Grounds Operatives, all Grounds Operatives were to be increased to SCP 7-12 inclusive and the current full time Grounds Operative placed on SCP 10 in recognition of independent working and the current part time Grounds Operative placed on SCP 9 in recognition of supervisory requirements, seconded by Cllr March and agreed by all.</p>
PPS/2022/039	<p>Resolved: current Grounds staff role names were changed to Grounds Operatives; all Grounds Operatives were to be increased to SCP 7-12 inclusive and the current full time Grounds Operative placed on SCP 10 in recognition of independent working, and the current part time Grounds Operative placed on SCP 9 in recognition of supervisory requirements.</p> <p>Cllr Chedgy proposed the Town Clerk was to provide draft job descriptions for the roles discussed in the staff structure review at the Committee's next meeting, which the Committee would then review in 18-24 months once in place with staff, seconded by Cllr Wheeler and agreed by all.</p>
PPS/2022/040	<p>Resolved: The Town Clerk was to provide draft job descriptions for the roles discussed in the staff structure review at the Committee's next meeting, which the Committee would then review in 18-24 months once in place with staff.</p> <p>Cllr Chedgy proposed the staff structure was to be recommended to Full Council with background information included in terms of the current labour market and staff budget implications for the current and next financial year, seconded by Cllr Wheeler and agreed by all.</p>
PPS/2022/041	<p>Resolved: the staff structure was to be recommended to Full Council with background information included in terms of the current labour market and staff budget implications for the current and next financial year.</p> <p>Cllr Chedgy proposed the increased pay scales referenced above and approved for staff by the Committee were to be backdated to 01/04/2022, seconded by Cllr March and agreed by all.</p> <p>Resolved: increased pay scales referenced above and approved for staff by the Committee were to be backdated to 01/04/2022.</p>
PPS/2022/042	<p>Town Clerk One month probation appraisal</p> <p>The Chairman confirmed the Town Clerk's objectives had been set and 1 month probation had been undertaken and was positive. This was noted by the Committee.</p>
PPS/2022/043	<p>Next meeting and close of meeting</p> <p>The Chairman requested the Committee review the timings of the meetings. Cllr March proposed the Committee meetings returned to</p>

<p>PPS/2022/044</p>	<p>Tuesday evenings 7pm, seconded by Cllr Wheeler, three in favour and two abstentions.</p> <p>Resolved: The Committee meetings returned to Tuesday evenings 7pm.</p> <p>The Committee agreed to call an extra Full Council meeting on 13 September 2022 7pm to consider the Committee's recommendation (PPS/2022/041).</p> <p>The next meeting of the Committee was confirmed as 30 August 2022 at 7pm and the meeting was closed by the Chairman at 12.40pm.</p>
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Signature of Chairman:

Date: