



Wimborne Minster Town Council

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

To Councillors of the Personnel, Policy and Strategy Committee – Cllrs S Bartlett, C Butter (Town Mayor/Chairman), C Chedgy, D March (Deputy Town Mayor/Vice Chairman), and S Wheeler.

You are hereby summoned to attend the **Personnel, Policy and Strategy Committee Meeting** on **Tuesday 14 March 2023 at 8pm** at the **Committee Room in the Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT**, for the purpose of transacting the following business as detailed on the agenda below.

A handwritten signature in black ink, appearing to read 'Louise Harrison'.

Louise Harrison, Town Clerk and RFO, Wimborne Minster Town Council, 8 March 2023

Council are asked to note that in the exercise of their functions they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability; Crime and Disorder, Health and Safety and Human Rights).

Members of the public and press are welcome to attend any of Wimborne Minster Town Council and Committee meetings. All agendas and minutes can be viewed on the Council's website www.wimborne.gov.uk and requested from the Town Council offices (for contact details see address above).

Under item 3 of the agenda members of the public can ask questions of Council in relation to items on the agenda in accordance with Wimborne Minster Town Council's Standing Orders. Please notify your intention to speak either in advance of or at the meeting by emailing the Town Clerk at louise.harrison@wimborne.gov.uk. Members of the public are asked to restrict their comments, and/or questions to three minutes.

The agenda may be split into two parts – part of the meeting that is open to the public and other part for items on the agenda which may be discussed in the absence of the press or public because the agenda item for discussion includes personal, confidential, or sensitive information (Exempt Business). The press and public will be asked to leave the meeting once a resolution is passed that reflects a decision to go into Exempt Business.

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may: film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Town Clerk as detailed above at least 24 hours before the meeting so that every effort may be made to provide access.

Agenda

1. Apologies

To receive, consider and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) - please can Members give any apologies by email or telephone by 5pm of the day of the meeting.

2. Declarations of interest and dispensations

To declare any interests' councillors may have on items on the agenda and agree any dispensations to stay (Wimborne Minster Town Council Code of Conduct).

3. Public Participation

For the public or press to ask questions of the Committee on matters relating to this Agenda.

4. Minutes of Personnel, Policy and Strategy Committee meeting 17 January 2023

To receive the minutes of the previous Committee meeting on 17 January 2023 (appendix 1) as a correct record and signed by the Chairman of the Committee (Local Government Act 1972 Schedule 12).

5. Update from the Clerk in relation to actions from previous meetings

- (i) Electronic file sharing project.
- (ii) Scheme of delegation and committees review (appendix 2).

6. Draft policies

To consider for adoption the following draft policies/procedures following a governance review (appendix 3):

- (i) Member Officer Protocol (appendix 4)
- (ii) Performance Management (appendix 5)
- (iii) Training and Development (appendix 6)
- (iv) Capability Procedure (appendix 7)
- (v) Absence Management (appendix 8)
- (vi) Dignity at Work, Bullying and Harassment (appendix 9)
- (vii) Criminal Record Checks (appendix 10)
- (viii) Equal Opportunities (appendix 11)
- (ix) Staff Leave (appendix 12)
- (x) TOIL and Overtime (appendix 13)
- (xi) Whistleblowing (appendix 14)
- (xii) Flexible Working (appendix 15)
- (xiii) Health and Safety Policy (appendix 16)
- (xiv) Health and Safety Handbook (staff) (appendix 17)
- (xv) Lone Working (appendix 18)
- (xvi) Equality, Inclusion and Diversity (appendix 19)

7. Staff update

- (i) Community Events and Liaison Officer recruitment process.
- (ii) Deputy Town Clerk probation process
- (iii) Staff leave, absences, training etc.

8. Date of next meeting (14 March) and close of meeting.

[end]