



Wimborne Minster Town Council

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

Draft Minutes of the Personnel, Policy and Strategy Committee meeting held on **Tuesday 14 March 2023 8.30pm** in the Committee Room at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

Present: Councillors: S Bartlett, C Butter (Town Mayor and Committee Chairman), M Hopkins, D March (Deputy Town Mayor and Committee Vice-Chairman) and S Wheeler.

Officers: L Harrison (Town Clerk).

Member of the public: two.

PPS/2023/072	<p>Apologies for absence</p> <p>Apologies for absence were received from C Chedgy (non-business). Cllr Wheeler proposed to accept apologies for absence, seconded by Cllr March, all in favour.</p> <p>Resolved: apologies for absence were accepted from Cllr Chedgy.</p>
PPS/2023/073	<p>Declarations of interest and dispensations</p> <p>Cllr Bartlett declared a non-pecuniary interest (member of Dorset Council).</p>
PPS/2023/074	<p>Public Participation</p> <p>None.</p>
PPS/2023/075	<p>Minutes of the Personnel, Policy and Strategy Committee 17 January 2023</p> <p>Cllr Wheeler proposed that the minutes of the Personnel, Policy and Strategy Committee held on 17 January 2023 be agreed as a true and accurate record of proceedings and signed by the Chairman, seconded by Cllr March and agreed by all.</p> <p>Resolved: the minutes of the Personnel, Policy and Strategy Committee held on 17 January 2023 were agreed as a true and accurate record of proceedings and were signed by the Chairman.</p>
PPS/2023/076	<p>Update in relation to actions from previous meetings</p> <p>The electronic file sharing project was an ongoing project to be completed by office staff.</p> <p>It was agreed the draft Scheme of Delegation item would be moved the end of the agenda.</p>
PPS/2023/077	<p>Draft policies</p> <p>The draft Performance Management Policy was reviewed. Cllr Bartlett proposed to approve and adopt the Performance Management Policy, seconded by Cllr Wheeler, all in favour.</p>

Resolved: the Performance Management Policy was approved and adopted.

The draft Capability Procedure was reviewed and amendments agreed. Cllr Wheeler proposed to approve and adopt the Capability Procedure with amendments, seconded by Cllr Hopkins, all in favour.

Resolved: the Capability Procedure with amendments was approved and adopted.

The draft Absence Management Policy was discussed. Cllr Wheeler proposed to approve and adopt the Absence Management Policy with one amendment, seconded by Cllr Hopkins, all in favour.

Resolved: the Absence Management Policy was approved with one amendment and adopted.

The draft Dignity at Work, Harassment and Bullying Policy was discussed. Cllr Wheeler proposed to approve and adopt the policy, seconded by Cllr March, all in favour.

Resolved: The Dignity at Work, Harassment and Bullying Policy was approved and adopted.

The draft Criminal Records Check was discussed. Cllr March proposed to approve and adopt the Criminal Records Check protocol, seconded by Cllr Wheeler, all in favour.

Resolved: Criminal Records Check protocol was approved and adopted.

The draft Equal Opportunities Policy was discussed. Cllr March proposed to approve and adopt the Equal Opportunities Policy, seconded by Cllr Hopkins, all in favour.

Resolved: the Equal Opportunities Policy was approved and adopted.

The draft Staff Leave Policy was discussed. Cllr Wheeler proposed to approve and adopt the Staff Leave Policy, seconded by Cllr Hopkins, all in favour.

Resolved: the Staff Leave Policy was approved and adopted.

The draft TOIL (Time Off In Lieu) and Overtime Policy was discussed and amendments agreed. Cllr Bartlett proposed to approve and adopt the TOIL and Overtime Policy with amendments, seconded by Cllr Wheeler, all in favour.

Resolved: the TOIL and Overtime Policy with amendments was approved and adopted.

The draft Whistleblowing Policy was discussed. Cllr Wheeler proposed to approve and adopt the Whistleblowing Policy, seconded by Cllr Bartlett, all in favour.

Resolved: the Whistleblowing Policy was approved and adopted.

The draft Flexible Working Policy was discussed. Cllr Wheeler proposed the Flexible Working Policy was approved and adopted, seconded by Cllr Bartlett, all in favour.

Resolved: the Flexible Working Policy was approved and adopted.

The draft Health and Safety Policy and Handbook for staff were discussed. Cllr Wheeler Proposed to approve and adopt the Flexible Working Policy, seconded by Cllr Bartlett, all in favour.

	<p>Resolved: the Flexible Working Policy was approved and adopted. The draft Health and Safety Policy and staff Health and Safety Handbook were discussed. Cllr Wheeler proposed to approve and adopt the Health and Safety Policy and staff Health and Safety Handbook with one amendment and checks to ensure exposure to weather were covered, seconded by Cllr Hopkins, all in favour.</p> <p>Resolve: the Health and Safety Policy and staff Health and Safety Handbook were approved and adopted with one amendment and checks to ensure exposure to weather were covered. It was agreed to defer the draft Lone Working Policy.</p> <p>The draft Equality, Inclusion and Diversity Policy was discussed. Cllr Wheeler proposed to approve and adopt the Equality, Inclusion and Diversity Policy with one amendment, seconded by Cllr Hopkins, all in favour.</p> <p>Resolved: the Equality, Inclusion and Diversity Policy with one amendment was approved and adopted.</p>
PPS/2023/078	<p>Staff update The Town Clerk confirmed the following:</p> <ul style="list-style-type: none"> • the recruitment process for the Community Events and Liaison Officer was complete pending references; • the Deputy Town Clerk’s 6 month probation review was due next month, and • the staff update in regard to leave/absences would be brought back to the next Committee meeting in line with the timing for the end of the year for staff leave.
PPS/2023/079	<p>Meeting adjourned Due to the outstanding matters to be reviewed and Council’s Standing Orders it was agreed to adjourn the meeting at 9.30pm and re-convene on 23 March 2023 at 1pm.</p>

Signature of Chairman:

Date: