



### Wimborne Minster Town Council

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

**Draft Minutes of the reconvened Personnel, Policy and Strategy Committee** meeting (14 March 2023) held on **Tuesday 23 March 2023** at 1pm 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), C Chedgy, D March (Deputy Town Mayor and Committee Vice-Chairman) and S Wheeler.

Officers: L Harrison (Town Clerk) and K Brooks (Deputy Town Clerk).

Member of the public: none.

PPS/2023/080	<b>Apologies for absence</b> None.
PPS/2023/081	<b>Declarations of interest and dispensations</b> Cllr Bartlett declared a non-pecuniary interest (member of Dorset Council).
PPS/2023/082	<b>Public Participation</b> None.
PPS/2023/083	<b>Draft scheme of delegation</b> The overall structure and terms of reference for Full Council and its Committees was discussed. Amendments were agreed including a separate HR Committee. Cllr Wheeler proposed to recommend to Full Council the amended scheme of delegation overview, seconded by Cllr Chedgy, all in favour. <b>Resolved: the amended scheme of delegation overview was recommended to Full Council.</b>
PPS/2023/084	<b>Draft policies continued from previous meeting on 14 March 2023</b> The governance review document (appendix 3) was updated and noted. It was agreed that a document would be brought back to the Committee in due course that timetabled the financial and statutory requirements of Council and committees over the municipal year. The draft Member Officer Protocol was reviewed and amendments agreed. Cllr Wheeler proposed to approve and adopt the Member Officer Protocol with amendments, seconded by Cllr Chedgy, all in favour. <b>Resolved: the Member Officer Protocol with amendments was approved and adopted.</b> The draft Training and Development Policy was discussed and amendments agreed. Cllr Chedgy proposed to approve and adopt the Training and Development Policy with amendments, seconded by Cllr Wheeler, all in favour.

	<p><b>Resolved: the Training and Development Policy with amendments was approved and adopted.</b></p> <p>The draft Lone Working Policy was discussed and amendments agreed. Cllr Chedgy proposed to approve and adopt the Lone Working Policy with amendments, seconded by Cllr Wheeler, all in favour.</p> <p><b>Resolved: the Lone Working Policy with amendments was approved and adopted.</b></p> <p>It was agreed that further work was required to assess the risk around councillors in terms of lone working.</p>
<b>PPS/2023/085</b>	<p><b>Staff update</b></p> <p>The Town Clerk confirmed the interviews for the Community Events and Liaison role had taken place and a candidate had been identified to take forward with a conditional offer of employment.</p> <p>The Town Clerk also confirmed the Deputy Town Clerk was approaching his three month probation review.</p> <p>It was agreed that a summary of all staff leave, absences and training would be brought back to the next Committee meeting.</p>
<b>PPS/2023/086</b>	<p><b>Next meeting and close of meeting</b></p> <p>The next meeting was confirmed 4 April 2023 and the meeting closed at 2.27pm. Cllr Butter offered her apologies in advance for the next meeting (non-business).</p>

Signature of Chairman: .....

Date: .....