



FERNDOWN TOWN COUNCIL

The Barrington Centre, Penny's Walk, Ferndown, Dorset BH22 9TH
TEL: (01202) 892249, email: customerservices@ferndown.gov.uk

Cllrs: C Lugg (Chairman), J Robinson (Mayor), M J Stickley, M Willis and L R Wilson.

Dear Councillor,

You are hereby summoned to attend a meeting of Ferndown Town Council **Personnel Committee** on **Monday 9 November 2020** at **7.00pm** via Microsoft Teams for the purpose of the transaction of the business shown on the agenda below. For the Microsoft Teams meeting link information please contact the Town Clerk at townclerk@ferndown.gov.uk or call 01202 892249.

Louise Harrison, Town Clerk to Ferndown Town Council, 3 November 2020.

In accordance with the Coronavirus Act 2020, c. 7, Part 1, Local authority meetings, Section 78: Members are permitted to be present and attend a meeting without being present at the Barrington Centre together in the same place - extract from Act reads:

"The provision which may be made by virtue of subsection (1)(d) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place."

Meetings and the Public

During the period of meetings being conducted remotely and in compliance with the Coronavirus Act 2020, members of the public and press are welcome to observe this virtual meeting using the link above and encouraged to submit any questions or comments under 'Public Participation' (see item 3 below) in advance of the meeting to the Town Clerk at townclerk@ferndown.gov.uk or by post (Town Clerk, Ferndown Town Council, The Barrington Centre, Penny's Walk, Ferndown, Dorset BH22 9TH). These will then be made available to all Councillors.

This agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public (referred to as Exempt Business), as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

Agenda

1. Election of Vice Chairman

2. Apologies

To receive and consider for acceptance any Member apologies for absence and approve (or not) by resolution to accept and note the reason for absence.

Members are requested to send apologies to the Town Clerk prior to the start of the meeting. If a Member has not attended a meeting of Council (or its committees) or has not tendered apologies which have been accepted by Council (or committee), for six consecutive months, they are disqualified.

3. Declarations of interest and dispensations

Members and officers are invited to make any declarations of interest that they may have in relation to an item on the agenda and are reminded to make any declarations at any stage during the meeting if it becomes apparent that it may be required when a particular item or issue is considered, as required by Council's Code of Conduct.

4. Public Participation

For the public or press to ask questions of the Council on matters relating to the agenda.

4. Minutes of Personnel Committee meeting 29 September 2020.

To verify the minutes of the previous Personnel Committee meeting on 29 September 2020 (appendix 1) as a correct record and signed by the Chairman (at an appropriate time).

5. Personnel Committee's Terms of Reference

To review the Committee's Terms of Reference (appendix 2).

6. Exempt business

To consider exclusion of the press and public in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960 on the grounds that the following items being considered involve the disclosure of confidential personnel information.

7. Staff review process

Update from the Town Clerk in relation to the staff review process:

- (i) Staff structure – current and proposed (appendix 3).
- (ii) Statements of employment (appendix 4).
- (iii) Budget implications 2021/22 (appendix 5).

8. Personnel Committee governance documents

To review and approve the following documents:

- (i) Grievance Procedures (appendix 6).
- (ii) Disciplinary Procedures (appendix 7).
- (iii) Capability Procedure (appendix 8)

9. Staff allowances

To consider paying staff an annual allowance for:

- (i) Office staff working from home £312 each (3 x full time, 5 x pro-rata), total £1,684.51.
- (ii) Mobile phone allowance all staff (15) £1,500.

10. Date of next meeting (18 January 2021) and close of meeting.