



## FERNDOWN TOWN COUNCIL

The Barrington Centre, Penny's Walk, Ferndown, Dorset BH22 9TH  
TEL: (01202) 892249, email: [customerservices@ferndown.gov.uk](mailto: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 18 January 2021** at **7.00pm** via Zoom for the purpose of the transaction of the business shown on the agenda below.

Louise Harrison is inviting you to a scheduled Zoom meeting.

Zoom meeting:

<https://zoom.us/j/99717772237?pwd=N1RvUXJnNTYrWjV0eFBRR2tMY0tSQT09>

Meeting ID: 997 1777 2237

Passcode: 190552

For further information on the Zoom meeting please contact the Town Clerk at [townclerk@ferndown.gov.uk](mailto:townclerk@ferndown.gov.uk) or call 01202 892249.

Louise Harrison, Town Clerk to Ferndown Town Council, 12 January 2021.

*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](mailto: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. 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.

## 2. 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.

## 3. 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 9 November 2020.

To verify the minutes of the previous Personnel Committee meeting on 9 November 2020 (appendix 1) as a correct record and signed by the Chairman (at an appropriate time).

## 5. Matters to report from the new Town Clerk in relation to agenda item 4 above.

- (i) Governance documents – see item 9.
- (ii) Staff allowances – verbal update from the Town Clerk.

## 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. Town Clerk probation review

To confirm the outcome of the Town Clerk's 3-month probation appraisal process and discuss matters arising from the process:

- (i) Proposals for addressing inappropriate councillor behaviour and promoting the corporate decision-making process of Council - Town Clerk and Town Mayor to agree a statement for Council meetings that promotes better working relationships between Council and the Proper Officer.
- (ii) Review the Town Clerk's contract in terms of the KGV Administrator's role and remuneration including the consideration of an independent pay review.
- (iii) Review the Performance Management Policy (see item 9 (i)), specifically the appraisal process as linked to pay increments.
- (iv) Review councillors working knowledge of the electronic "SharePoint" system for council documents and general councillor training requirements.
- (v) Town Clerk to report on the progress of her Community Governance course to date (appendix 2).

- (vi) Set up the Town Mayor and Chairman of Personnel Committee as points of contact on the Peninsula system.

**8. Line management of the Town Clerk/RFO/Administrator**

To discuss and agree the role of a councillor as the line manager of the Town Clerk/RFO/Administrator (e.g. supervision of time sheets and leave).

**9. Update staff review process**

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

- (i) Contracts of statements of employment (appendix 3)
- (ii) Job descriptions (appendix 4).

**10. Personnel Committee governance documents**

To review and approve the following documents:

- (i) Performance Management Policy (appendix 5)
- (ii) Recruitment, Selection, and Induction Policy (appendix 6)
- (iii) Staff and Councillor Training and Development Policy (appendix 7)
- (iv) Disciplinary Procedures (appendix 8)
- (v) Capability Procedure (appendix 9)
- (vi) Home Working Policy (appendix 10).

**11. General staffing matters**

Verbal update from the Town Clerk including an update on sickness/leave levels.

**12. Date of next meeting (8 March 2021) and close of meeting.**