



Wimborne Minster Town Council

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

Councillors on the HR Committee – W Chakawhata, J Hart (Town Mayor), R Nash, C Ryan and S Wheeler (Deputy Town Mayor).

You are hereby summoned to attend the **HR Committee Meeting on Tuesday 5 November 2024 at 7.45pm** 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, 30 October 2024

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 4 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 the HR Committee 21 May 2024

To receive the minutes of the previous meeting 21 May (appendix 1) as a correct record and signed by the Chairman of the Committee (Local Government Act 1972 Schedule 12).

5. General staff matters

To note staff leave and other matters from 1 April to 30 April 2024 (appendix 2) – exempt business.

6. Pay agreement 1 April 2024 to 31 March 2025

To note and implement the Local Government Services Pay Agreement 2024 (appendix 3).

7. Employee benefit scheme

To consider an employee benefit scheme (branded discounts platform, hosting a cycle to work scheme, Wider Wellbeing and Employee Advice line) at a cost of £500 per annum (appendix 4).

8. Draft Committee budget 2025 2026

To consider the Committee's draft budget for 2025 2026 (appendix 5).

9. Review of tenancy agreements for the Council's two residential properties

To consider recommendations from the Council's solicitors to amend the present arrangements relating to the occupation of the two residential properties in line with forthcoming legislation changes (appendix 6) – exempt business.

10. Performance management review

To consider a performance review in line with the Town Council's HR policies and procedures and advice from the Town Council's HR contractor – exempt business.

11. Date of next meeting (tbc) and close of meeting.