



Minutes of the meeting of Personnel Committee held on Monday 14th July at 5pm in Committee Room at Town Hall

Present: Jeff Harris (Chair for items 2-5), Barry Darch, Chris Greenhill (Chair for items 6-10) and Richard Stubbings.

In Attendance: Paul Cunningham, Town Clerk; Candi Turner, Deputy Town Clerk

Apologies: Gillian Birrell, Stephanie Bubb, Christine Wheeler

Members of public: No members of the public.

1 - To elect a Chair for this meeting of the committee

Cllr Darch proposed that Cllr Harris chair the meeting.

Seconded by: Cllr Greenhill.

Councillors voted in favour and it was therefore

RESOLVED To elect Cllr Harris as Chair of this meeting of the committee.

What?	By Whom?	By When?
There are no actions for this item.		

2 - To receive apologies for absence

Received from Stephanie Bubb, Christine Wheeler and Gillian Birrell.

What?	By Whom?	By When?
There are no actions for this item.		

3 - To receive Declarations of Interest or any requests for the granting of dispensations in relation to any Disclosable Pecuniary Interests in items on the agenda

There were none.

What?	By Whom?	By When?
There are no actions for this item.		

4 - To approve the minutes of the committee meeting held on Wednesday 9th April 2025

Motion to approve minutes: Cllr Stubbings.

Seconded by Cllr Darch.

Councillors voted in favour and it was therefore

RESOLVED To accept for accuracy and adoption the minutes of the Personnel Committee meeting held on Wednesday 9th April 2025.

What?	By Whom?	By When?
There are no actions for this item.		

5 - To elect a Chair of the Committee for 2025-26

Cllr Harris proposed that Cllr Greenhill be elected as Chair of the committee for 2025-26.

Seconded by: Cllr Stubbings.

Councillors voted in favour and it was therefore

RESOLVED To elect Cllr Greenhill as Chair of this committee for 2025-26.

What?	By Whom?	By When?
There are no actions for this item.		

6 - To review staff-related policies

i To consider a revised Lone Working Policy

Councillors considered the revised draft policy. They noted that the body-worn cameras referenced at item 2c are currently provided for Harbour Masters as part of the risk assessment for their role.

Motion to approve the revised policy: Cllr Darch

Seconded by: Cllr Greenhill

Councillors voted in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To approve the revised Lone Working Policy

ii To consider a draft Unacceptable Behaviour Policy

Cllr Darch proposed the following three amendments to the policy as drafted:
Section 2.5, second bullet point: replace 'will be withdrawn' with 'may be withdrawn';
Section 5.5: remove the word 'by';
Section 6.4: delete.

Seconded by Cllr Greenhill.

Councillors voted in favour and the amendments were therefore agreed.

Cllr Greenhill proposed that the policy as amended be approved.

Seconded by: Cllr Stubbings

Councillors voted in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To approve the draft Unacceptable Behaviour Policy as amended.

iii To review Pay Policy

Cllr Stubbings proposed that the policy be approved.

Seconded by: Cllr Greenhill

Councillors voted in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To approve the Pay Policy.

What?	By Whom?	By When?
There are no actions for this item.		

7 - To consider sexual harassment training for staff and councillors

Councillors considered the report and recommendation from Town Clerk.

Cllr Stubbings proposed that the recommended training for councillors and staff be approved.

Seconded by: Cllr Darch.

Councillors voted in favour and it was therefore

RESOLVED To purchase online Sexual Harassment Awareness Training from Dorset ALC for all councillors and staff.

What?	By Whom?	By When?
Arrange online Sexual Harassment training from Dorset ALC	Paul Cunningham	12/08/2025

8 - To consider confidential items

RESOLVED That because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the remaining matters.

What?	By Whom?	By When?
There are no actions for this item.		

9 - To approve the confidential minutes of the committee meeting held on Wednesday 9th April 2025

Motion to approve confidential minutes: Cllr Stubbings.

Seconded by Cllr Darch.

Councillors voted in favour and it was therefore

RESOLVED To accept for accuracy and adoption the confidential minutes of the Personnel Committee meeting held on Wednesday 9th April 2025.

What?	By Whom?	By When?
There are no actions for this item.		