

Minutes of an Extraordinary Meeting of the **PERSONNEL COMMITTEE** held at the **TOWN HALL, SWANAGE** on **MONDAY 17th FEBRUARY 2025** at 4.30 p.m.

PRESENT:-

Councillor W.S. Trite – Chairman

Councillor M. Bonfield

Councillor T. Foster (Town Mayor)

Councillor C. Moreton

Councillor S. Vile

Also Present:-

Dr M. Ayres

Town Clerk

Ms B Varga

Personnel and Payroll Officer

Public Participation Time

There were no members of the public present at the meeting.

1. **APOLOGIES**

There were no apologies for absence to report.

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

No declarations of interest were made.

3. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS**

No items of information or matters for forthcoming agendas were raised.

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Chairman, seconded by Councillor Foster and RESOLVED UNANIMOUSLY:-

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda item 4 (due to data protection requirements).

4. **TO CONSIDER CONFIDENTIAL EMPLOYMENT MATTER**

Further to Minute No. 4 of the Personnel Committee Meeting held on 27th January 2025, the Chairman summarised the outcome of a hearing that had been reconvened on 14th February 2025 in accordance with the Council's Absence Management Policy. It was noted that procedural advice had been provided to the panel of three councillors at the hearing by the Council's HR advisors, South West Councils. It was proposed by Councillor Bonfield, seconded by Councillor Vile and RESOLVED UNANIMOUSLY:

That the decision of the attendance hearing panel, convened on 27th January and 14th February 2025, be formally ratified.

The Chairman and Town Clerk then provided a brief update in respect of a second confidential employment matter, the content of which was noted.

5. **DATE OF NEXT MEETING**

It was noted that the next meeting had been scheduled for 11.00 a.m. on Wednesday 23rd April 2025.

The meeting closed at 4.45 p.m.
