



Council Offices
Portland Community Venue
Fortuneswell
Portland
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22nd October 2026

Dear Councillor

You are hereby summoned to attend a meeting of the **Staffing and Training Committee Meeting of PORTLAND TOWN COUNCIL**, to be held at the Council Offices on **Wednesday 28th October 2026** commencing at **6.00pm** when the business set out below will be transacted.

Please inform the Clerk if you are unable to attend.

All members of the public are cordially invited to attend the meeting. We respectfully ask you to assist us with managing a safe meeting by contacting the office prior to the meeting to register your intention to attend as numbers admitted may be restricted if excessive.

Agenda and papers are available at www.portlandtowncouncil.gov.uk

Jane Miles
Town Clerk

Membership:

J Draper (Chair), S Cocking (Chair), C Flack, L Hardwick. B Plant, T Woodcock

Agenda

1. Chair's Welcome

2. Apologies for absence

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

3. Declarations of interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk (Localism Act 2011 s29-34)

4. Minutes of the previous meetings

Members are asked to consider the minutes of the previous meetings held on

19th November 2025 at Annexe A1

3rd December 2025 – Extraordinary meeting at **Annexe A2**

14th January 2026 – Extraordinary meeting at **Annexe A3**

11th March 2026 – Extraordinary meeting at **Annexe A4**

as true and accurate records.

Recommendation:

That Members agree the minutes, at **Annexe A1 – A4**, as true and accurate records, and that they be signed as such.

5. Democratic Public Half Hour Open Forum

To receive commentary from members of the public wishing to address the meeting. Matters must relate to one of the following categories, and those wishing to speak will be called in the following order:

- Business on the agenda of the meeting.
- Matters where the Town Council has powers or duties.
- Other matters which directly affect the parish of Portland.

6. Dorset Local Skills Improvement Plan (2026-2029) and potential areas where the Town Council may assist with this initiative.

The **Dorset Local Skills Improvement Plan (LSIP) 2026–2029** is a strategic, employer-led roadmap designed to align post-16 technical education and training with the actual workforce needs of local businesses. Funded by the Department for Education and produced for **Skills England**, the project is led by the **Dorset Chamber**. Its core goal is to tackle local workforce shortages, close skill gaps, and ensure learners are equipped for high-growth regional sectors. [1, 2, 3, 4]

Annexe B sets out further information on possible areas where the Town Council may assist. There may also be other ideas that members may wish forward.

Recommendation

That members note the information contained in **Annexe B** and prepare an appropriate action plan to progress matters, if appropriate.

7. Information Items

a) Date of Next Meeting

The Committee's next meeting is scheduled to take place at the Council Offices, Portland Community Venue on 24th February 2027 starting at 6.00pm.

8. Exclusion of the Press and Public

That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for **Agenda Items 9 to 11** by reason of the confidential nature of business relating to Individual Staff Members, and information relating to the financial or business affairs of any particular person.

Recommendation:

That Councillors agree to exclude the public and press.

9. Staff Structure

It is proposed that the Portland Town Council staff be restructured, as detailed in **Confidential Annexe C**.

Recommendation

That the restructuring be approved as detailed in **Confidential Annexe C**.

10. Services & Facilities Officer

Report attached at **Confidential Annexe D**.

Recommendation

That the proposals in **Confidential Annexe D** be approved.

11. Budget 2026/27

To consider proposals in respect of 2027-28 budgets, projects, priorities, and reserves within the remit of the Committee. The detailed budgets within the remit of the Committee is attached at **Confidential Annexe E**.

Recommendation

That the Committee agree the budget proposals to forward to the Working Group.

PORTLAND TOWN COUNCIL

**MINUTES OF THE STAFFING AND TRAINING
COMMITTEE MEETING
HELD AT 10.30 AM ON WEDNESDAY 19th NOVEMBER 2025
AT THE PORTLAND COMMUNITY VENUE**

PRESENT:

Councillors: S Cocking (Chair), A Carr, J Draper, S Horton, K Pope

Staff: Jane Miles, Town Clerk

IN ATTENDANCE: None

ST/27/25 Chair's Welcome

Councillor Sue Cocking welcomed everyone to the meeting.

ST/28/25 Apologies for Absence

None

ST/29/25 Declarations of Interest

None

ST/30/25 Approval of the Minutes

Minutes of the Staffing and Training Committee Meeting held on 24th September 2025.

Resolved to accept the minutes of the meeting held on the 24th September 2025 as a true and accurate record of the meetings, being duly signed as such by the Chair.

ST/31/25 Democratic Public Half Hour Open Forum

None

ST/31/25 LGPS Actuarial Valuation Report 2025

Resolved to note the report and the Council's contribution rate to the Local Government Pension Scheme.

ST/32/25 Information Items

The Committee's next meeting is scheduled to take place at the Portland Community Venue on 28th January 2026 starting at 10.30am.

Resolved that the Committee noted the information item.

ST/33/25 Exclusion of the Press and Public

That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for **Agenda Items 10 and 11** by reason of the confidential nature of business relating to Individual Staff Members, and information relating to the financial or business affairs of any particular person.

Resolved that Councillors agree to exclude the public and press.

ST/34/25 Budget 2026/27

Resolved that the Committee agreed that the proposed 2026/27 budget.

ST/34/25 Recruitment of Staff

Resolved that the Committee agreed the recommendations, as detailed in the Confidential report.

The meeting ended at 10.51.

Signed Dated.....
Chair

PORTLAND TOWN COUNCIL

**MINUTES OF THE EXTRAORDINARY STAFFING AND TRAINING
COMMITTEE MEETING
HELD AT 10.30 AM ON WEDNESDAY 3rd DECEMBER 2025
AT THE PORTLAND COMMUNITY VENUE**

PRESENT:

Councillors: S Cocking (Chair), A Carr, J Draper, S Horton, K Pope

Staff: Jane Miles, Town Clerk

IN ATTENDANCE: None

ST/35/25 Chair's Welcome

Councillor Sue Cocking welcomed everyone to the meeting.

ST/36/25 Apologies for Absence

None

ST/37/25 Declarations of Interest

None

ST/38/25 Democratic Public Half Hour Open Forum

None

ST/39/25 Information Items

The Committee's next meeting is scheduled to take place at the Portland Community Venue on 28th January 2026 starting at 10.30am.

Resolved that the Committee noted the information item.

ST/40/25 Exclusion of the Press and Public

That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for **Agenda Item 7** by reason of the confidential nature of business relating to Individual Staff Members, and information relating to the financial or business affairs of any particular person.

Resolved that Councillors agree to exclude the public and press.

ST/41/25 Recruitment of Staff

Resolved that the Committee agreed to a way forward for the recruitment of the RFO and Administrative Officer.

The meeting ended at 11.53.

Signed Dated.....
Chair

Initials

PORTLAND TOWN COUNCIL

**MINUTES OF THE EXTRAORDINARY STAFFING AND TRAINING
COMMITTEE MEETING**

**HELD AT 10.30 AM ON WEDNESDAY 14th January 2026
AT THE PORTLAND COMMUNITY VENUE**

PRESENT:

Councillors: S Cocking (Chair), A Carr, J Draper, K Pope

Staff: Jane Miles, Town Clerk

IN ATTENDANCE: None

ST/42/25 Chair's Welcome

Councillor Sue Cocking welcomed everyone to the meeting.

ST/43/25 Apologies for Absence

Cllr Horton

ST/44/25 Declarations of Interest

None

ST/45/25 Democratic Public Half Hour Open Forum

None

ST/46/25 Information Items

Due to the close proximity of this meeting, it was discussed that this should be cancelled.

Resolved to cancel the next meeting, scheduled for 28th January 2026.

ST/47/25 Exclusion of the Press and Public

That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for **Agenda Item 7** by reason of the confidential nature of business relating to Individual Staff Members, and information relating to the financial or business affairs of any particular person.

Resolved that Councillors agree to exclude the public and press.

ST/48/25 Recruitment of Staff

Resolved that the Committee agreed the appointment of the RFO Administrator.

The meeting ended at 10.36.

Signed Dated.....
Chair

Initials

PORTLAND TOWN COUNCIL

**MINUTES OF THE EXTRAORDINARY STAFFING AND TRAINING
COMMITTEE MEETING
HELD AT 10.30 AM ON WEDNESDAY 11th MARCH 2025
AT THE PORTLAND COMMUNITY VENUE**

PRESENT:

Councillors: S Cocking (Chair), A Carr, J Draper, R Hughes, K Pope

Staff: Jane Miles, Town Clerk

IN ATTENDANCE: None

ST/49/25 Chair's Welcome

Councillor Sue Cocking welcomed everyone to the meeting.

ST/50/25 Apologies for Absence

None

ST/51/25 Declarations of Interest

None

ST/52/25 Approval of the Minutes

Minutes of the Staffing and Training Committee Meetings held on:

- 19th November 2025
- 3rd December 2025 – extraordinary
- 14th January 2026 – extraordinary

Resolved to accept the minutes of the meetings held on the 19th November 2025, 3rd December 2025 and 14th January 2026 as true and accurate records of the meetings, being duly signed as such by the Chair.

ST/53/25 Democratic Public Half Hour Open Forum

None

ST/54/25 Information Items

Resolved to cancel the Committee meeting scheduled to take place at the Portland Community Venue on 25th March 2026 starting at 10.30am.

The next meeting is now scheduled to take place on 27th May 2026 starting at 10.30am.

ST/55/25 Exclusion of the Press and Public

That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for **Agenda Item 8** by reason of the confidential nature of business relating to Individual Staff Members, and information relating to the financial or business affairs of any particular person.

Resolved that Councillors agreed to exclude the public and press.

ST/56/25 Staffing Matters

Resolved that the Committee agreed the recommendations as detailed in the reports at **Confidential Annexe D** and **Confidential Annexe E**.

The meeting ended at 10.54.

Signed Dated.....
Chair

Initials

Key Sectors and Transferable Skills Focus

The LSIP focuses on driving development within several **local growth sectors**: [1]

- Advanced manufacturing and engineering
- Defence and marine
- Clean energy and net-zero technologies
- Construction
- Digital technology
- Health and social care
- Financial and professional services [3, 4, 5]

It also highlights the vital need for broad, cross-sector skills like leadership, project management, and digital literacy. [1]

How a Town Council Can Support the LSIP

While large local authorities (like Dorset Council and BCP Council) handle strategic educational policymaking, **Town and Parish Councils** are uniquely positioned to bridge the gap between regional strategy and local communities. [6]

Town councils can offer support in several structured ways:

1. Local Data Gathering & Community Engagement

- **Gather Business Intelligence:** Use regular town business forums, newsletters, or local chamber networks to survey local employers about specific recruitment or skills struggles.
- **Feed Insight Upwards:** Channel these grass-roots findings back to the [Dorset Chamber LSIP team](#) to our local economies are accurately represented in future review phases. [1]

2. Facilitating Connections and Space

- **Host Skills and Careers Events:** Partner with local schools, colleges, and training providers to host micro-careers fairs or "Curriculum Conversations" inside town-owned venues like community centres or town halls. [1]
- **Provide Local Hubs:** Allocate space in council buildings for temporary training workshops, digital inclusion hubs, or hot-desking spaces that allow rural residents to access online upskilling.

3. Leading by Example as an Employer

- **Offer Placements:** The town council itself is an employer. Create structured work experience placements, internships, or local government apprenticeships specifically targeted at young people in the parish.
- **Upskill Council Staff:** Invest in technical, digital, or green-skills training for council staff, aligning with the LSIP's focus on clean energy and net-zero readiness. [1, 5]

4. Promoting Regional Initiatives Locally

- **Signpost Opportunities:** Act as an information conduit. Use the council website, noticeboards, and social media channels to signpost small local businesses to the free and funded training frameworks facilitated by the LSIP.
- **Support Job Seekers:** Promote pan-Dorset employment initiatives like *Connect to Work* or *Get Dorset and BCP Working* directly to residents experiencing economic inactivity or looking for career progression. [1, 7]

[1] <https://dorsetchamber.co.uk>

[2] <https://www.dorsetemc.com>

[3] <https://dorsetlife.co.uk>

[4] <https://www.linkedin.com>

[5] <https://www.dorsetlep.co.uk>

[6] <https://dorsetchamber.co.uk>

[7] <https://democracy.bcpCouncil.gov.uk>