Minutes of the Meeting of the <u>PERSONNEL</u> <u>COMMITTEE</u> held at the Town Hall, Swanage on <u>FRIDAY</u>, 12th <u>MARCH 2010</u> at 9.30 a.m.

PRESENT:-

Councillor M. Pratt (Town Mayor) – Chairman

Councillor L. Gloyn-Cox Councillor Mrs. A. Patrick Councillor W.S. Trite

Also Present: -

Mr. A. Leeson Town Clerk

Mrs. L. Burgess Senior Administration/Finance Officer

Public Participation Time

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

1. **APOLOGIES**

An apology for his inability to attend the Meeting was received from Councillor Suttle.

2. **JOB EVALUATION SCHEME**

Further to Minute No. 2 of the Personnel Committee meeting held on 15th December 2009, and a subsequent meeting held with representatives of Unison on 10th February 2010, consideration was again given to the following outstanding matters:-

(a) Long Service Awards

It was proposed by the Town Mayor, seconded by Councillor Gloyn-Cox, and RESOLVED UNANIMOUSLY:-

- i) That personal protection be extended from 31st March 2011 to 30th September 2012.
- ii) That personal protection until the date of their retirement be applied to the long service awards for 40 years applicable to post holders TH2 and OPS15.

Discussion ensued regarding contracts of employment, and it was proposed by the Town Mayor, seconded by Councillor Gloyn-Cox, and RESOLVED UNANIMOUSLY:-

That a new scheme be introduced whereby staff attaining 10 years continuous service be rewarded with a single one off cash payment of £500 (to be reviewed and increased annually in line with the annual pay settlement).

It was FURTHER RESOLVED:-

That existing contracts of employment be replaced with new contracts incorporating the above amendment to the long service awards.

(b) **Standby Arrangements**

It was proposed by the Town Mayor, seconded by Councillor Trite, and RESOLVED UNANIMOUSLY:-

That a single rate of £25 be paid for standby with effect from 1st April 2010 (to be reviewed and increased annually in line with the annual pay settlement). This payment is to include the first two hours of any work undertaken and thereafter a rate equivalent to time and a half/double time as applicable.

(c) **Special Allowances (ie Dog Money)**

It was proposed by the Town Mayor, seconded by Councillor Gloyn-Cox, and RESOLVED UNANIMOUSLY:-

To reimburse employees the sum originally deducted in December 2008 in accordance with the schedule as at Appendix A, totalling £1,773.07 (a copy attached at end of these Minutes).

3. **GRIEVANCE ISSUES**

The meeting concluded at 11 a.m.

The Clerk updated Members on grievance claims submitted from staff employed at Swanage Bay View Holiday Park in respect of pension advice provided on the disposal of the Park. Attention had been drawn to the potential for these claims at the Council Meeting held on 7th September 2009, following exchange of contracts (Minute No. 71 (a) refers.

During the ensuing discussion, it was noted that advice given to the employees had been in accordance with professional advice received, and it was confirmed that there had been no contractual breach by the Town Council. Following further enquiries, it had now been confirmed that there was no mechanism by which a contribution to the individuals' pension entitlement could be provided within the Local Government Pension Scheme regulations.

It was proposed by Councillor Gloyn-Cox, seconded by Councillor Mrs. Patrick, and RESOLVED UNANIMOUSLY:-

That, whilst sympathetic to the grievances raised, the Town Council had acted in accordance with professional advice received and no further action would be taken in the matter.

The Clerk also reported on a contractual issue raised by a member of staff at the Holiday Park, which had culminated in a grievance claim. It was necessary to appoint a panel for the Grievance Hearing, and it was AGREED:-

That the Town Mayor and Councillors Gloyn-Cox and Mrs. Patrick attend the Grievance Hearing to be held on Wednesday, 17th March 2010 at 2 p.m.

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