

Minutes of the Meeting of the **PERSONNEL
COMMITTEE** held at the Town Hall on
Monday 17th November 2008 at 2.15 p.m.

Chairman: -

Councillor M Pratt

Swanage Town Council

Present: -

Councillor Mrs C Gainsborough

Swanage Town Council

Councillor L Gloyn Cox

Swanage Town Council

Councillor Mrs A Patrick

Swanage Town Council

Also Present: -

Mr A Leeson

Town Clerk

Dr M Ayres

Assistant Town Clerk

Ms G Beattie

South West Employers (until 4.35 p.m.)

Public Participation Time

No members of the public attended the meeting.

1. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Suttle and Trite.

2. **EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Chairman, seconded by Councillor Mrs. Patrick, and
RESOLVED:-

That, under Standing Orders 67 and 68, by reason of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be excluded from the Meeting during consideration of the following matters.

3. **JOB EVALUATION SCHEME – TO RECEIVE AND ADOPT REPORT OF SOUTH WEST EMPLOYERS**

Further to Minute 5 of the Personnel Committee meeting held on 9th April 2008, Ms G Beattie introduced the South West Employers' Job Evaluation Report. It was explained that each job had been evaluated through the completion of a questionnaire by the current postholder and allocated a number of points in accordance with an approved evaluation scheme. All jobs had then been placed in rank order and grade bandings established accordingly. It was noted that any employee dissatisfied with the outcome could appeal. Detailed consideration was given to the Report's contents and the following recommendations to full Council were agreed:-

a) **Grading of posts**

It was noted that the individual posts have been assessed and put into grades which are local to Swanage Town Council. It was proposed by Councillor Pratt, seconded by Councillor Gloyn-Cox and RESOLVED UNANIMOUSLY:-

To adopt the grades and bandings proposed in the SWE Report.

b) **Long service awards**

It was noted that a substantial proportion of the Council's staff were in receipt of increments awarded for long service. However, it has been identified that these could amount to indirect age discrimination and the Report recommended that these awards be abolished. It was proposed by Councillor Pratt, seconded by Councillor Mrs Patrick and RESOLVED UNANIMOUSLY:-

To abolish long service awards and adopt a new reward scheme, the details of which are to be determined.

c) **Pay allowance for Special Responsibility or Unsocial Duties e.g. Key holder/dog or drain clearance duties**

It was reported that the Job Evaluation scheme had incorporated these elements within the assessment of individual posts. It was proposed by Councillor Pratt, seconded by Councillor Mrs Patrick and RESOLVED UNANIMOUSLY:-

To abolish the current allowances and acknowledge that special responsibility and unsocial duties are included in the new Grades and Bandings.

It was further RESOLVED:-

To discontinue the payment of tool allowance in favour of providing tools directly to relevant employees.

It was also proposed by Councillor Pratt, seconded by Councillor Gloyn-Cox and RESOLVED:-

To pay an award to First Aiders, except where First Aid forms part of an individual's job description.

It was proposed by Councillor Pratt, seconded by Councillor Mrs Patrick and RESOLVED UNANIMOUSLY:-

To replace the existing evening meetings' allowance with hourly overtime rates.

d) **Effective Date**

It was noted that a protection period of three years had been agreed under Minute 5 of the Personnel Committee meeting held on 9th April 2008. Although the date of implementation had initially been anticipated as being 1st October 2006 the recommended effective date in the Report was 1st April 2008. It was proposed by Councillor Pratt, seconded by Councillor Gloyn-Cox and RESOLVED UNANIMOUSLY:-

To agree the Effective Date as being 1st April 2008, with consideration being given to individual cases where jobs have changed between 1st October 2006 and the date of implementation.

e) **Appeals**

The Council has previously determined that the appeals procedure be

conducted independently. It was proposed by Councillor Pratt, seconded by Councillor Mrs Gainsborough and RESOLVED UNANIMOUSLY:-
To confirm that appeals be conducted by
Purbeck District Council.

f) **Continuing Advice**

The SW Employers' recommended that the evaluation exercise be regularly reviewed to ensure that changes in jobs and new jobs are properly assessed. It was proposed by Councillor Pratt, seconded by Councillor Mrs Patrick and RESOLVED UNANIMOUSLY:-

To confirm, in principle, for continuing arrangements with SW Employers (subject to terms and costs, to be agreed), including advice on a proposed review of job titles and a review of the role of Accounting Technician (Post TH5).

Ms G. Beattie left the Meeting at 4.35 p.m.

4. **PENSION SCHEME – REVIEW OF POLICIES**

Consideration was given to the Dorset County Council 'Key Proposals and Actions' document regarding the new Local Government Pension Scheme. It was proposed by Councillor Pratt, seconded by Councillor Mrs Patrick and RESOLVED UNANIMOUSLY:-

That the for consistency and to minimise administrative concerns Swanage Town Council ,as a Dorset County Pension Fund employer, adopts the recommendations contained in Dorset County Council's 'Key Proposals and Actions' document with effect from 1st April 2008.

5. **STAFF APPRAISAL – APPOINTMENT OF PANEL TO CONDUCT TOWN CLERK'S APPRAISAL**

Following completion of the Job Evaluation exercise, it was reported that the Town Clerk and senior managers are about to embark on a programme of appraisals of all staff. It is proposed that the Town Clerk's appraisal be undertaken first. Further to Minute 49 of the Monthly Council Meeting held on 20th August 2007 it was proposed by Councillor Mrs Patrick, seconded by Councillor Mrs Gainsborough and RESOLVED UNANIMOUSLY:-

That the Town Mayor, Deputy Mayor and Councillor Gloyn-Cox undertake the Clerk's appraisal.

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

There were no items of information or matters for forthcoming agendas.

7. **DATE OF NEXT MEETING**

It was AGREED:-

That the next meeting of the Personnel Committee be held as and when required.

The Meeting closed at 4.50 p.m.