

Minutes of the Meeting of the **PERSONNEL COMMITTEE** held at the Town Hall, Swanage on **TUESDAY, 30<sup>th</sup> JULY 2010** at **9.30 a.m.**

PRESENT:-

Councillor M. Pratt – Chairman

Councillor C.R. Bright

Councillor L. Gloyn-Cox

Councillor Mrs. A. Patrick

Councillor W.S. Trite (Town Mayor)

Also Present: -

Dr. M.K. Ayres

Acting 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**

There were no apologies to report for inability to attend the Meeting.

2. **EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Chairman, seconded by the Town Mayor, and RESOLVED UNANIMOUSLY:-

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. **APPOINTMENT OF NEW TOWN CLERK**

(a) **Draft Job Description and Person Specification**

Further to Minute No. 11 of the Policy and Planning meeting held on 21<sup>st</sup> December 2009, and the subsequent retirement of the Town Clerk on 21<sup>st</sup> March 2010, Members were mindful that the Deputy Town Clerk had been appointed to the role of Acting Town Clerk for a period of not less than six months. This six-month period would expire on 21<sup>st</sup> September 2010 and consideration now needed to be given to the Job Description and Person Specification for the appointment of a new Town Clerk. A draft Job Description had been drawn up based on the Model Job Description of the Society of Local Council Clerks and this had been approved by Peninsula, the Council's employment consultants. During the detailed discussion that ensued, the job description was agreed in principle, but some concerns were raised at the focus of the main tasks on the detailed administration of Council business rather than the strategic management of the organisation.

It was proposed by the Chairman and seconded by the Town Mayor:-

That the draft Job Description be agreed in principle, subject to the inclusion of the following:

“Such other reasonable duties as approved by the Town Council and its Committees.”

Upon being put to the Meeting, THREE Members voted IN FAVOUR of the Proposal, and there were TWO ABSTENTIONS, whereupon the proposal was declared CARRIED.

Consideration was then given to the draft Person Specification for the Town Clerk.

It was RESOLVED:-

That, subject to minor amendments, the draft Person Specification be approved.

(A copy of the Amended Person Specification is attached at end of these Minutes).

(b) **Process for Determining Salary Scale**

Consideration was given to the process for determining the salary scale, which was likely to be in accordance with the scoring process adopted by South West Employers during the previous Job Evaluation. It was felt that reference should be made to other comparable former Best Value authorities when determining the appropriate salary scale.

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

That the matter be referred to South West Employers to determine an appropriate salary scale for the role of Town Clerk, and that the Town Mayor and Acting Town Clerk be given delegated authority to liaise in the matter.

(c) **Appointment Process and Timescale**

Consideration was given to the appointment process and timescale for the appointment of the new Town Clerk. To ensure fairness and transparency in recruitment, the proposed method of recruitment had been drawn up within the Council's Equality Policy and in accordance with advice received from Peninsula, the Council's employment law consultants.

Following discussion, it was proposed by the Town Mayor, seconded by Councillor Mrs. Patrick, and RESOLVED UNANIMOUSLY:-

That the position of Town Clerk be advertised internally, and that the advertisement be displayed on the staff notice boards.

It was FURTHER RESOLVED UNANIMOUSLY:-

That the following timescale be implemented:

- Advertisement placed on staff notice boards for 4 weeks from 2<sup>nd</sup> August advising that application packs are available.
- Deadline for receipt of applications Friday, 27<sup>th</sup> August.
- Letters inviting candidates to interview sent out week commencing 30<sup>th</sup> August.
- Interviews during week commencing 6<sup>th</sup> September.
- Candidates informed of decision week commencing 13<sup>th</sup> September.
- Successful candidate to take up post Monday, 4<sup>th</sup> October.

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

(a) **Future Management and Staffing Structure**

Further to Minute No. 11 of the Policy and Planning Meeting held on 21<sup>st</sup> December 2009, the Acting Town Clerk highlighted the need to review the future management and staffing structure (including job roles and job descriptions) relating to the Council's administration and finance functions. Particular attention was drawn to a permanent appointment to the post of finance officer and determining an appropriate salary.

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

That the Acting Town Clerk be authorised to prepare an inventory of outstanding issues, and to review the job roles and job descriptions within the administration and finance functions of the Town Council.

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

That the Council proceed in the appointment to the post of finance officer and refer the determination of an appropriate salary to South West Employers.  
The Town Mayor and Acting Town Clerk be given delegated authority to liaise in the matter.

The Acting Town Clerk was also given authority to enter into a dialogue with Purbeck District Council in respect of public communications and project management.

5. **DATE OF NEXT MEETING**

It was AGREED:-

That the next meeting of the Personnel Committee be held on Wednesday, 1<sup>st</sup> September 2010 at 9.30 a.m.

The meeting concluded at 11.00 a.m.

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