

Minutes of the Meeting of the **PERSONNEL COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY, 6<sup>th</sup> DECEMBER 2017** at 9.30 a.m.

PRESENT:-

Councillor T.J. Morris – Chairman  
Councillor M. Bonfield  
Councillor G. Green

Also Present:-

Dr. M.K. Ayres	Town Clerk
Miss A Spencer	Finance Manager

**Public Participation Time**

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

1. **APOLOGIES**

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

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with paragraphs 9 – 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011.

There were no declarations to record on this occasion.

3. **TO CONSIDER STAFFING STRUCTURE AND POST LIST FOR 2018/19 FINANCIAL YEAR**

The Town Clerk outlined the Council's historic, current and proposed staffing structure. It was noted that there had been some restructuring in several departments in recent years, with an upward trend in associated employee costs. It was further noted that although budgeted costs had increased, the actual outturn had been relatively stable due to difficulties in recruiting to some posts, resulting in underspends.

The staffing structure for 2018/19 included a new post, Buildings Supervisor, although this would encompass the supervision of the council's overall infrastructure and not just buildings. Another new post was that of Beach/Seafront Warden, covering 37 hours per week over a four month period. The inclusion of this post was welcomed, due to demand for a council presence on the seafront.

The problems encountered in recruiting new employees were discussed and it was suggested that a "Jobs Fair" be held in the New Year, hosted at the TIC.

In reviewing the increase in costs for 2018/19, it was noted that pension costs remained at 22%, and projected costs included inflationary and incremental uplifts in gross salaries, resulting in an estimated budget of £911,500.

It was proposed by Councillor Morris, seconded by Councillor Bonfield and **RESOLVED** unanimously:-

That the proposed staffing structure and budget estimate be taken forward to the next meeting of the Policy, Finance and Performance Management Committee for further consideration as part of the budget setting process for 2018/19.

4. **ADDITIONAL HOLIDAY TO COVER CHRISTMAS SHUTDOWN 2017**

Members of the Committee expressed their appreciation of the loyalty and dedication shown by the Council's employees, especially in light of the prolonged staff vacancies experienced in many departments during the last year.

As a small gesture in recognition of this dedication, it was proposed by Councillor Bonfield, seconded by Councillor Green, and RESOLVED unanimously:-

To grant an additional day's holiday to all permanent employees to cover the Christmas shutdown (for 2017 only).

5. **CONSIDERATION OF NON-CONSOLIDATED PAYMENT TO ALL EMPLOYEES WITH DECEMBER SALARY**

Consideration was also given to the possibility of making an additional one-off payment to all employees. Attention was drawn to the significant underspend on staff salaries during the current financial year. It was proposed by Councillor Green, seconded by Councillor Morris, and RESOLVED unanimously:-

To make a one-off payment in the region of £235 to each of the Council's current employees in recognition of their outstanding service over the last 12 months.

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

It was noted that a Christmas party for all employees would be held on Thursday 21<sup>st</sup> December 2017 at 1.00 p.m. in the Beach Gardens Pavilion.

7. **DATE OF NEXT MEETING**

The next Personnel Committee meeting was due to be held on 21<sup>st</sup> February 2018 at 9.30 a.m.

The meeting concluded at 9.55 a.m.

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