

Minutes of the Meeting of the **PERSONNEL COMMITTEE** held at the Town Hall, Swanage on **FRIDAY, 8th SEPTEMBER 2017** at 9.00 a.m.

PRESENT:-

Councillor G. Green – Chairman

Councillor J. Bishop
Councillor M. Bonfield
Councillor A. Lejeune
Councillor W.S. Trite

Also Present:-

Dr M.K. Ayres - Town Clerk

Public Participation Time

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

1. **APPOINTMENT OF CHAIRMAN**

In the absence of the Chairman, Councillor Morris, it was proposed by the Town Mayor, seconded by Councillor Bishop and **RESOLVED UNANIMOUSLY:**
That Councillor Green assume the Chair.

Councillor Green duly assumed the Chair for the duration of the meeting.

2. **APOLOGIES**

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

3. **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.

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

It was reported that the Visitor Services Assistant Manager had resigned her post with effect from 20th September, and that recruitment for her replacement would commence later in the month.

It was also reported that two seasonal general operatives had been offered extensions to their contracts.

5. **TO CONSIDER JOB DESCRIPTION AND JOB EVALUATION FOR POST OF FINANCE ASSISTANT**

Further to discussion of a revised staffing structure at the Personnel Committee Meeting held on 9th August 2017 (minute 4), consideration was given to the recruitment of an officer to assist in the administration of the Council's financial affairs. A new member of the team was required urgently to provide support during the forthcoming budget setting process for 2018/19. The job description had been referred to South West Councils for the salary to be independently assessed.

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

To approve the job description for the post of
Finance Assistant, to be employed at salary
Grade 4 (SCP 16 to 19).

EXCLUSION OF PRESS AND PUBLIC

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

That, under Standing Order No. 1) c), in the public
interest, the press and public be excluded from the
Meeting in view of the confidential nature of the
business to be transacted under agenda item 6 (due to
contractual and financial matters relating to an
individual member of staff).

6. **TO CONSIDER JOB DESCRIPTION AND JOB EVALUATION FOR POST
OF FINANCE MANAGER**

Further to item 5 above, consideration was given to the consolidation of financial
responsibilities in the new role of Finance Manager. It was proposed that the position
would be filled by the Finance Officer because this represented an enhancement of her
existing role.

The job description and person specification had been considered by South West
Councils in accordance with the Council's job evaluation scheme, and had been assessed
as Grade 8, SCP 32-35.

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

That the post of Finance Officer be upgraded to that
of Finance Manager, at salary Grade 8 (SCP 32-35),
the position to be filled by the current postholder.

It was noted that the pay award would be backdated to the date of the retirement
of the Senior Administration and Finance Officer.

7. **DATE OF NEXT MEETING**

The next Personnel Committee meeting was due to be held on 20th September
2017 at 9.30 a.m.

The meeting concluded at 9.15 a.m.
