

Minutes of the Meeting of the **PERSONNEL COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY, 9<sup>th</sup> AUGUST 2017** at 6.25 p.m.

PRESENT:-

Councillor T.J. Morris – Chairman

Councillor M. Bonfield

Councillor G. Green

Councillor W.S. Trite

Also Present:-

Councillor C. Finch

Councillor A. Harris

Dr. M.K. Ayres

Mrs L. Burgess

Town Clerk

Senior Administration and Finance Officer

**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 Lejeune.

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

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

**EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Chairman, seconded by Councillor Bonfield, 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 4 (due to contractual and financial matters relating to an individual member of staff).

4. **TO CONSIDER INTERIM FINANCE AND ADMINISTRATION STAFFING STRUCTURE, INCLUDING JOB EVALUATION OF NEW POST**

Arising from the forthcoming retirement of the Council's Senior Administration and Finance Officer, consideration was given to an interim staffing structure for the Council's Finance and Administration teams. It was noted that this would be the subject of an ongoing review over coming weeks.

Consideration was given to the creation of a new post of Acting Administration and Communications Manager for a period of 6 months, whilst the review is completed.

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 7, SCP 28-31. It was proposed that because this post represented an enhancement of the existing role of Management Support Officer, the position would be filled by the holder of that post. It was acknowledged that as this was an acting position the post of Management Support Officer would remain in the Council's post list, pending the outcome of the review process.

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

That the post of Acting Administration and Communications Manager be added to the Council's post list for a period of 6 months, at salary grade 7, the position to be filled by the existing Management Support Officer.

5. **DATE OF NEXT MEETING**

The next Personnel Committee meeting was due to be held on 20<sup>th</sup> September 2017 at 9.30 a.m., although it was noted that further committee meetings would be called in the near future to consider matters arising from the restructuring of the Council's finance and administration teams.

The meeting concluded at 6.35 p.m.

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