

Minutes of the Meeting of the **PERSONNEL COMMITTEE** held at the Town Hall, Swanage on **FRIDAY, 17th AUGUST 2012** at **9.30 a.m.**

PRESENT:-

Councillor M. Pratt – Chairman

Councillor M. Bonfield

Councillor Mrs. A. Patrick

Councillor W.S. Trite (Town Mayor)

Also Present: -

Dr. M.K. Ayres

Mr G. Brookes

Mrs L. Burgess

Town Clerk

Operations Manager

Senior Administration and Finance Officer

Public Participation Time

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

1. **APOLOGIES**

An apology for her inability to attend the Meeting was received from Councillor Miss Harris.

2. **EXCLUSION OF PRESS AND PUBLIC**

Proposed by Councillor Pratt, seconded by Councillor Trite, 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. **2008 JOB EVALUATION EXERCISE – CONTRACTUAL AMENDMENTS**

The Town Clerk updated those present on matters relating to the 2008 Job Evaluation exercise and contractual amendments that had yet to be implemented.

Advice had been taken from the Council's Employment Law advisors, with a view to concluding the outstanding issues, and with this in mind, consideration was given to the following matters:-

(a) **Qualification Rewards and Requests for Regrading**

It was reported that awards for additional qualifications had been withdrawn as part of the job evaluation scheme as the qualifications required for each post were recognised in the pay scale attributed to it. Unison had not objected to this.

Consideration was then given to the process for re-evaluation of posts when it was considered that an employee's role had changed by them acquiring new skills and taking on new tasks. It was acknowledged that an appropriate mechanism should be put in place for this review process, and it was proposed by Councillor Pratt, seconded by Councillor Bonfield, and RESOLVED UNANIMOUSLY:-

That a process for the re-evaluation of posts be agreed in principle, and that the Town Clerk be authorised to continue negotiations with a view to concluding the matter.

(b) **First Aid Award**

Consideration was given to making an award to those fulfilling the duties of a first aider at work where this was not already recognised in their job description.

The scheme had been agreed in principal on 17th November 2008, but the details had not been finalised.

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

That the sum of £18.21 per month be paid to those fulfilling the duties of first aider at work where this was not already recognised in their job description. This sum to be increased in line with the annual pay award.

(c) **Move to Monthly Pay**

The Town Clerk updated Members on negotiations regarding the move from weekly to monthly pay for all employees.

It was proposed by Councillor Mrs. Patrick, seconded by Councillor Bonfield, and RESOLVED UNANIMOUSLY:

That monthly pay be implemented from April 2013, and that small interest-free loans be made available to ease the transition.

(d) **Long Service Awards**

Further to Minute No. 3 (b) of the Personnel Committee meeting held on 17th November 2008, consideration was given to the introduction of a new reward scheme to replace the abolition of the long service awards.

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

That, in light of advice received, the payment of a reward for 10 years' service be reviewed, a payment in recognition of 5 years' service be agreed in principle, and the Town Clerk be authorised to continue negotiations with a view to concluding the matter.

(e) **Discretionary Lump-sum Payment**

Consideration was given to a proposal for Council staff to receive an additional payment in acknowledgement of their work for the local community.

During the ensuing discussion, it was noted that a one per cent increase had been included in the wages bill during the budget setting for 2012/13, but this had not been implemented by central government.

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

That a one-off payment be made to all permanent staff, pro-rata for part time employees.

4. **MANAGEMENT SUPPORT STAFF – TOWN HALL AND DEPOT**

Further to Minute No. 2 (a) of the Finance & Performance Management Committee meeting held on 14th December 2011, consideration was given to the appointment of management support staff at the Town Hall and Depot.

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

That job descriptions be prepared and submitted to South West Employers for costing.

5. **STAFFING STRUCTURE AND POST LIST**

In accordance with a request received from the Council's internal auditor, an amended staffing structure and post list was submitted, for information.

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

That the staffing structure and post list be approved and accepted.

During the discussion, it was noted that, due to the recruitment freeze, some posts (mainly in the Operations Department) had not been filled when they became vacant, and the Town Council now employed 8 less staff than it did in 2009.

The need for additional seasonal staff was highlighted, and it was FURTHER RESOLVED:-

That job descriptions and costings for two additional seasonal posts for the 2013 season be prepared and submitted to a future meeting of the Committee.

6. **PROVISION OF OCCUPATIONAL HEALTH SERVICES**

It was reported that the provider of occupational health services to the Town Council had recently retired, and this service was currently being provided on a temporary basis.

Dorset County Council had recently undertaken a procurement exercise for the provision of occupational health services, and it was AGREED:-

That the Town Clerk be authorised to obtain further information regarding the possibility of 'buying-in' to the Dorset County Council's occupational health services scheme.

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

There were no matters to report at the present time.

8. **DATE OF NEXT MEETING**

It was agreed that the next Personnel Committee meeting be held in late September 2012 (the date to be determined).

The meeting concluded at 10.30 a.m.
