

Minutes of the Meeting of the **PERSONNEL COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY, 18th MAY 2016** at 9.30 a.m.

PRESENT:-

Councillor W.S. Trite – Chairman

Councillor M. Bonfield

Councillor A Lejeune

Councillor T. Morris

Councillor S. Poultney (Town Mayor)

Also Present: -

Councillor G Green

Dr. M.K. Ayres

Mrs L. Burgess

Mr G Brookes

Town Clerk

Senior Administration and Finance Officer

Operations Manager

Public Participation Time

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

1. **APOLOGIES**

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

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interest under the Code of Conduct as defined by regulations made under section 30 (3) of the Localism Act 2011, and requests for Grants of Dispensations in respect of Disclosable Pecuniary Interests.

There were no declarations to record on this occasion.

3. **ADOPTION OF NEW STAFF HANDBOOK**

Further to Minute No. 3 of the Personnel Committee meeting held on 28th September 2015, and continued liaison between officers and South West Employers, two matters had been raised regarding the Council's **Leave Policy** contained in the draft Staff Handbook.

It was noted that there was no statutory entitlement to compassionate leave, but it was suggested that the Council may wish to consider inclusion of the following provision within the document:

Compassionate Leave with Pay

Up to 3 days' compassionate leave with pay can be granted in order to help the employee to cope with the death or serious illness of a member of their immediate family. This includes:

- Husband, wife, or partner;
- Mother or father;
- Child, including any adopted child; and
- Sister or brother

A further day may be granted for attending the funeral.

All applications for Compassionate Leave must be made to the Town Clerk for determination.

In exceptional circumstances, the Town Clerk will consider granting a maximum of a further seven days' compassionate leave in any one year.

Public Duties

Up to 5 days' leave with pay per year may be given with the permission of the Town Clerk for serving on public bodies or undertaking public duties, e.g. magistrate's service, school governing bodies, and political appointments for those employees whose posts are not politically restricted.

Where an allowance is claimable for loss of earnings, employees should claim and pay the allowance to the Council.

Following a brief discussion, it was proposed by Councillor Trite, seconded by Councillor Morris, and RESOLVED UNANIMOUSLY:-

To agree the inclusion of '**Compassionate Leave with Pay**' and '**Public Duties**' within the **Leave Policy** section of the Staff Handbook.

4. **TOURIST INFORMATION CENTRE – POSTS**

Consideration was given to job descriptions/person specifications and salaries prepared in respect of Post Nos. TIC 1 and TIC 2 at the Tourist Information Centre.

It was proposed by Councillor Trite, seconded by Councillor Poultney, and RESOLVED UNANIMOUSLY:-

To approve the job descriptions/person specifications and salaries in respect of Post Nos. TIC 1 and TIC 2 at the Tourist Information Centre.

5. **IMPLEMENTATION OF NATIONAL LIVING WAGE**

The Clerk reported that, in accordance with government legislation, the Town Council had implemented the 'National Living Wage' of £7.20 per hour for employees aged 25 and above with effect from 1st April 2016.

It was noted that the 'National Living Wage' would be phased in by instalments to £9.20 per hour by 2020. The impact of this on the nationally agreed NJC pay scales was as yet unknown. An update would be provided to a future meeting.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Trite, 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 items 6, 7 and 8 due to consideration of contractual matters and information relating to individuals in the Council's employ.

6. **TOWN CLERK – TRAINING SCHEDULE**

A statement of the Town Clerk's training requirements for the Certificate in Local Council Administration was submitted for information.

In considering the schedule, Members re-affirmed the Council's support for Continuous Professional Development, and it was RESOLVED:-

That the training schedule be approved.

7. **GROUNDS MAINTENANCE SUPERVISOR**

Consideration was given to a request received from the Council's Grounds Maintenance Supervisor for a revised working pattern which would reduce his working week from 5 days to 4 days per week with effect from 25th July 2016.

Following discussion, and reference to the Council's Flexible Working Policy, it was proposed by Councillor Bonfield, seconded by Councillor Morris, and RESOLVED:-

That delegated authority be given to the Town Clerk and Operations Manager to determine a suitable working pattern that would not have a detrimental impact on the efficiency of the Operations Department.

8. **GENERAL OPERATIVE – POST NO. 13**

The Clerk reported on the employment circumstances of the holder of post no. 13.

The postholder had been a reliable and trustworthy employee of the Council for almost five years when he resigned to take up an offer of alternative employment. This employment did not prove satisfactory, and as his previous position was still vacant, he successfully re-applied for the position of General Operative.

Following discussion, it was proposed by Councillor Bonfield, seconded by Councillor Lejeune, and RESOLVED UNANIMOUSLY:-

That the postholder be given advanced progression through the pay scale to his former grade and that his holiday entitlement be also re-instated in accordance with his previous employment status with the Town Council.

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

(a) **Items of Information**

There were no additional items of information to report at the present time.

(b) **Matters for Forthcoming Agendas**

- (a) Local Government Pension Scheme.
- (b) Insurance claims.
- (c) Comparability of Swanage Town Council Pay Structure – South West Employers to prepare a report as authorised by minute no.6 of the Extraordinary Council meeting held on 8th February 2013.
- (d) Recognition of Long Service.

10. **DATE OF NEXT MEETING**

The date of the next Personnel Committee had not yet been agreed.

The meeting concluded at 10.15 a.m.
