

Minutes of the Meeting of the **PERSONNEL COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 31st OCTOBER 2016** at 9.30 a.m.

PRESENT:-

Councillor G. Green – Chairman

Councillor J. Bishop
Councillor M. Bonfield

Also Present:-

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 the Town Mayor and Councillors Lejeune, Morris 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. **STAFFING STRUCTURE AND POST LIST**

Details of the current staffing structure and post list were submitted for information and approved for further consideration during the budget setting process.

In accepting the document, Members noted that the majority of the full-time posts had now been filled.

4. **ADDITIONAL HOLIDAY**

Members of the Committee expressed their appreciation of the loyalty and dedication shown by all members of staff when dealing with queries and issues raised by members of the public, often in difficult circumstances.

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

To grant an additional day's holiday to all permanent employees to cover the Christmas shutdown (for 2016 only).

Consideration was also given to the possibility of making an additional one-off payment to all staff, and it was proposed by Councillor Bonfield, seconded by Councillor Green, and RESOLVED:-

TO RECOMMEND:

To make a one-off payment in the region of £225 to each of the Council's permanent employees in recognition of their outstanding service in the current year.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Green, 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 5, 6 and 7 (in relation to contractual and financial matters).

5. **ADVANCED PROGRESSION IN SALARY**

The Clerk reported on a request received from the holder of Post No. TIC 1 for an advanced progression in salary to Grade 8, scale point 33 or 34.

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

That the postholder commences his employment at Grade 8, scale point 32, and that a further review of his request be undertaken on completion of the probationary period after six months.

6. **REPORT FROM SOUTH WEST EMPLOYERS REGARDING SALARY SCALES**

Further to previous consultation with South West Employers following the job evaluation undertaken in 2008/09, consideration was given to a Report compiled by South West Employers after externally benchmarking Swanage Town Council jobs against other Town Councils.

In concluding the Report, it was noted that there were no findings to suggest that Swanage Town Council's pay and grading structure had been benchmarked higher or lower than the average.

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

That the Report be accepted, and no further action be taken in the matter.

7. **TOWN CLERK – REVIEW OF CONTRACT**

Having acquired the CiLCA (Certificate in Local Council Administration) qualification, it was noted that the Town Clerk's salary was due to advance by one further scale point from last June under the terms of his contract.

Contractual matters concerning overtime payments for attendance at monthly Council meetings were also considered, and, following a brief discussion, it was proposed by Councillor Bishop, seconded by Councillor Bonfield, and RESOLVED:-

That, in accordance with the terms of his contract, the Town Clerk's salary be advanced by one scale point to SCP 56 with effect from May 2016, and that the existing contractual arrangements for attendance at monthly Council meetings be continued.

8. **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**

i) Local Government Pension Scheme.

9. **DATE OF NEXT MEETING**

The date of the next Personnel Committee was scheduled to be held on 22nd February 2017 at 9.30 a.m.

The meeting concluded at 10.10 a.m.
