

Minutes of the Meeting of the **PERSONNEL COMMITTEE** held at the Town Hall, Swanage
on **TUESDAY, 15th DECEMBER 2009** at **9.30 a.m.**

PRESENT:-

Councillor M. Pratt (Town Mayor) – Chairman

Councillor L. Gloyn-Cox

Councillor G.M. Suttle

Also Present: -

Mr A Leeson

Town Clerk

Mrs L Burgess

Senior Administration/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 Mrs. Patrick and Trite.

2. **JOB EVALUATION SCHEME**

The Clerk reported that the job evaluation scheme had been concluded in November 2008 and all appeals finalised by October 2009.

There were a number of related outstanding issues that needed to be determined, and, following a brief discussion, it was proposed by Councillor Gloyn-Cox, seconded by Councillor Suttle, and **RESOLVED UNANIMOUSLY**:-

That delegated authority be given to the Mayor, Deputy Mayor and Town Clerk to negotiate settlement terms in conclusion of the following outstanding matters:-

- (a) Long service awards.
- (b) Standby arrangements.
- (c) Special allowances e.g. dog money.

3. **LOCAL GOVERNMENT PENSION SCHEME**

The Clerk reported on recent changes to the Local Government Pension Scheme and the requirement for employing authorities to set out policies defining its use of any discretionary powers.

A comprehensive Briefing Note had been circulated to all Members prior to the Meeting.

Following discussion, it was proposed by Councillor Suttle, seconded by the Town Mayor, and **RESOLVED UNANIMOUSLY**:-

That the Town Council formally adopts the provisions of the Local Government Pension Scheme and follows the approach taken by Dorset County Council in respect of:

- i) Attributing Employees to Contribution Bands
- ii) Ill-Health Retirement, and
- iii) Employer Options to Increase Benefits.

It was FURTHER RESOLVED:-

That, as a responsible employer, the Town Council notifies employees upon reaching retirement of their individual right to choose to have their personal pension benefits based on the best three consecutive years within the last ten years (ending on 31st March).

It was FURTHER RESOLVED:-

That the Town Council incorporates the above provisions in a formal policy document, in accordance with the approach taken by Dorset County Council.

4. **SERVICE REVIEW**

Further to Minute No. 3 (c) of the Special Meeting of the Council held on 14th December 2009, the initial projected deficit in the Council's revenue account was again highlighted.

Discussion ensued regarding the administration and financial services provided at the Town Hall, and the possible retirement of the Town Clerk on efficiency grounds.

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

That further information on the options be obtained and referred to the Working Group (comprising of the Town Mayor and Councillors Gloyn-Cox, Poultney and Suttle to progress the matter.

Further discussion ensued, following which, it was proposed by the Town Mayor, seconded by Councillor Gloyn-Cox, and RESOLVED UNANIMOUSLY:-

That, in accordance with the policy now formally adopted, the Clerk prepare a business case for consideration at the Council Meeting to be held on 21st December 2009.

The meeting concluded at 11 a.m.
