

Minutes of the Meeting of the **PERSONNEL COMMITTEE** held at the Town Hall on **Thursday 15th August 2007 at 2.15 p.m.**

Chairman: -

Councillor G Suttle

Swanage Town Council

Present: -

Councillor Mrs C Gainsborough

Swanage Town Council

Councillor L Gloyn Cox

Swanage Town Council

Councillor M Pratt

Swanage Town Council

Also Present: -

Mr A Leeson

Town Clerk

Mrs L Burgess

Senior Administration Officer

Public Participation Time

In addition to Members of the Council and officers, one member of the public attended the Meeting.

1. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Bright and Trite.

2. **APPOINTMENT OF ACCOUNTANT**

Further to Minute No. 4 (a) of the Personnel Committee meeting held on 2nd August 2007, detailed consideration was given to the appointment of an accountant.

Options mooted in respect of the accountancy services included direct employment of a qualified accountant, services of an independent accountancy company, or possible utilisation of accountancy services provided by another local authority. The scope and coverage of advertising, job description and other details relating to the post were also considered.

During the discussion, reference was made to the full staffing review that was scheduled to be undertaken, and it was proposed by Councillor Gloyn-Cox, seconded by Councillor Pratt, and **RESOLVED UNANIMOUSLY:-**

That the appointment of an accountant be considered in conjunction with the overall staffing review.

3. **STAFFING REVIEW**

Having regard to Minute No. 2 above, the urgent need to commence the overall staffing review was acknowledged.

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

That delegated authority be given to the Town Mayor, Deputy Mayor and Town Clerk to commence the overall staffing review, including the proposed accountancy appointment.

It was further **AGREED:-**

That a meeting be held on Thursday, 30th August 2007 at 9.30 a.m. to progress the matter.

4. **REVIEW OF STAFF HANDBOOK AND POLICIES**

Further to Minute No. 3 of the Personnel Committee meeting held on 2nd August 2007, consideration was again given to the introduction of procedural mechanism to deal with staff grievances in relation to Councillors' conduct.

During the ensuing discussion, it was suggested that any three members of the Personnel Committee be summoned to deal with staff grievances in relation to Councillors' conduct, together with an outside representative, who must be given appropriate training regarding the "Code of Conduct" from the Monitoring Officer of Purbeck District Council.

It was proposed by the Town Mayor, seconded by Councillor Mrs. Gainsborough, and RESOLVED UNANIMOUSLY:-

That the Chief Executive of the DAPTC be invited to serve on the Panel dealing with staff grievances in relation to Councillors' conduct.

5. **TOWN CLERK'S APPRAISAL**

Reference was made to staff appraisals that were undertaken on an annual basis throughout the Town Council. Attention was drawn to the fact that there was no formal mechanism for appraising the Town Clerk, and, following discussion, it was proposed by Councillor Pratt, seconded by the Town Mayor, and RESOLVED UNANIMOUSLY:-

That, either the Town Mayor or Deputy Mayor, together with one other member of the Personnel Committee, be nominated to undertake the Town Clerk's appraisal.

6. **REVIEW AND MONITORING OF OBJECTIVES**

It was agreed that the review and monitoring of objectives be considered in conjunction with the overall staffing review.

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

There were no additional matters to report.

8. **DATE OF NEXT MEETING**

It was AGREED:-

That the next meeting of the Personnel Committee be held on Tuesday, 11th September 2007 at 2.15 p.m.
