

Minutes of the Meeting of the **PERSONNEL COMMITTEE** held at the Town Hall on **Wednesday 9th April 2008 at 2.15 p.m.**

Chairman: -

Councillor G Suttle

Swanage Town Council

Present: -

Councillor C Bright

Swanage Town Council (from 2.30 p.m.)

Councillor Mrs C Gainsborough

Swanage Town Council

Councillor L Gloyn Cox

Swanage Town Council

Councillor M Pratt

Swanage Town Council

Also Present: -

Councillor Mrs Patrick

Swanage Town Council (until 3.00 p.m.)

Mr A Leeson

Town Clerk

Dr M Ayres

Assistant Town Clerk

Mr G Brookes

Operations Manager

Mrs L Burgess

Senior Administration Officer

Mr D Taylor

Holiday Park General Manager (until 3.00 p.m.)

Public Participation Time

No Members of the public attended the meeting.

1. **APOLOGIES**

Apologies for his inability to attend the Meeting were received from Councillor Trite.

2. **PENSION SCHEME**

Receipt was acknowledged of guidelines prepared by Dorset County Council regarding the implementation of the new Local Government Pension Scheme effective from 1st April 2008. Having considered a briefing note circulated prior to the meeting it was proposed by the Chairman, seconded by Councillor Pratt and RESOLVED UNANIMOUSLY:

That any decision regarding the granting of discretionary provisions affecting the Local Government Pension Scheme be deferred until clarification, guidance and direction is received from Dorset County Council, administrators of the Scheme.

3. **EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Chairman, seconded by Councillor Mrs. Gainsborough, and RESOLVED:

That, under Standing Order 67, it is envisaged that in view 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.

4. **REVISED STAFFING STRUCTURE**

Councillor Bright entered the meeting at 2.30 p.m.

a) Swanage Bay View Holiday Park

The Holiday Park Manager highlighted problems arising from staff vacancies at Swanage Bay View Holiday Park and a revised staffing structure was put before Members. It was felt that it was not appropriate to introduce a revised structure whilst the Options Appraisal was ongoing. However, it was noted that spending on staff was currently significantly under budget and RESOLVED:

That the Holiday Park Manager recruit additional temporary staff as required within the current budgetary constraints.

Councillor Mrs Patrick and the Holiday Park Manager left the meeting at 3.00 p.m.

b) Town Hall

A new draft management and staffing structure for the Town Council's central administration was presented for discussion. Consideration was given to the funding of the two new posts (equivalent to one and a half full time) and attention was drawn to the likely departure of a member of the management team in the coming weeks. It was proposed by Councillor Pratt, seconded by Councillor Bright and RESOLVED UNANIMOUSLY:

That the draft management and staffing structure for the Town Hall be agreed, provided that it is funded from within existing budgets.

c) Independent Medical Advisor

Attention was drawn to the need to appoint an independent medical advisor to whom the Council may refer any medical-related staffing matters. It was proposed by Councillor Bright, seconded by Councillor Gloyn-Cox and RESOLVED UNANIMOUSLY:

That the Town Council engage the services of an independent medical advisor to be approved by the Town Council.

5. **JOB EVALUATION SCHEME**

Further to Minute No. 3 of the Personnel Committee meeting held on 15th August 2007, it was reported that following discussions with the Town Mayor and Deputy Mayor, the South West Provincial Employers had been appointed to carry out a job evaluation exercise across the organisation. Consideration was given to an operative date for any pay awards and the limits on any personal protection that would be agreed for those adversely affected by the exercise. It was proposed by Councillor Pratt, seconded by the Chairman and RESOLVED UNANIMOUSLY:

That a period of three years be agreed for personal protection, with effect from an operative date to be determined when the financial impact of the evaluation exercise is assessed.

The need to agree an appeals process was also highlighted and it was proposed by Councillor Pratt, seconded by the Chairman and RESOLVED UNANIMOUSLY:

That Purbeck District Council be approached to in respect of providing a panel to hear any appeals arising from the job evaluation exercise.

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

The importance of the Town Council discussing its response to the recent stance taken by the Swanage Bay View Owners Association was raised as an item for a forthcoming agenda.

7. **DATE OF NEXT MEETING**

It was AGREED:-

That the next meeting of the Personnel Committee be held as and when required.
