

Minutes of the Meeting of the **PERSONNEL COMMITTEE** held at the Town Hall on **Thursday 2<sup>nd</sup> August 2007 at 9.30 a.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

Mr G Brookes

Operations Manager

**Public Participation Time**

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

**1) Apologies**

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

**2) Range and scope of Personnel Committee responsibilities**

It was noted that the range of the Committee's responsibilities had been agreed at the Policy and Resources Meeting held on 21<sup>st</sup> May 2007. After a brief discussion it was AGREED:

**To RECOMMEND:**

**That the provision of staff training, contracts of employment and organisational matters should be added to the list of the Personnel Committee's responsibilities agreed at the Policy and Resources Meeting held on 21<sup>st</sup> May 2007.**

It was further noted that staffing levels and Councillor induction and training are matters for the Finance and Performance Management Committee.

It was agreed that the mechanism for appraising the Town Clerk be placed on the agenda for the next meeting of the Personnel Committee.

**3) Setting of Personnel Committee's priorities**

**a) Staff grievance procedure and review of staff handbook**

It was reported that there is insufficient procedural mechanism in place to deal with staff grievances in relation to Councillors' conduct. Consideration was given to the adoption of a Bullying and Harassment Protocol and proposed revisions to the Members and Officers Protocol. It was proposed by Councillor Pratt, seconded by the Chairman and RESOLVED UNANIMOUSLY:

That the Bullying and Harassment Protocol and the revised Members and Officers Protocol be provisionally adopted, the documents to be considered further at a future Meeting.

#### 4) **Appointments**

##### a) **Accountant**

Further to discussion at the Extraordinary Meeting of the Council held on 29<sup>th</sup> June 2007 it was proposed by the Chairman, seconded by Councillor Gloyne-Cox and **RESOLVED UNANIMOUSLY:**

That the Town Council appoints a CIPFA qualified accountant, the matter to be further discussed at an urgent meeting of the Personnel Committee.

##### b) **Beach cleaners**

It was reported that additional beach cleaning staff were required for the peak summer season, and that there was possibly scope for such appointments within existing departmental budgets. It was noted that the issue of litter picking should be raised with the Carnival Committee.

It was agreed that the determination of the programme and timetable for the pending organisation-wide staffing review be placed on the agenda of the next Personnel Committee agenda.

##### c) **Exclusion of press and public**

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

That, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public be excluded from the Meeting during consideration of the following matters.

##### d) **Swanage Bay View Holiday Park – General Manager (Temporary)**

Further to Minute 5)a) of the meeting of the Finance and Performance Management Committee held on 30<sup>th</sup> July 2007, consideration was given to the temporary appointment of Mr David Taylor as General Manager of Swanage Bay View Holiday Park.

Following consideration of this matter it was **AGREED:**

**That the Personnel Committee endorse the recommendation of the Finance and Performance Management Committee to appoint Mr David Taylor as General Manager of the Swanage Bay View Holiday Park.**

It was further proposed by Councillor Pratt, seconded by the Chairman and **RESOLVED UNANIMOUSLY:**

**That an urgent Recommendation be put to the Town Council that the Chairman of the Caravan Park Committee, the Mayor, Deputy Mayor and Town Clerk meet with Mr David Taylor as soon as possible to negotiate the terms of his temporary appointment.**

It was noted that the new temporary General Manager would report to the Town Clerk as his line manager and that he would in turn act as line manager to the staff at the Holiday Park. It was also noted that the Operations Manager should be consulted in respect of technical matters and that no variable commission should be paid on caravan sales.

**5) Review and monitoring of objectives**

It was agreed to defer this matter to a future meeting of the Personnel Committee.

**6) Date of Next Meeting**

It was agreed that the next meeting of the Committee be held at 2.15 p.m. on Wednesday 15<sup>th</sup> August 2007.

The Meeting closed at 11.05 a.m.

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