

Minutes of the Meeting of the **PERSONNEL**
COMMITTEE held at the Town Hall, Swanage
on **FRIDAY, 10th JANUARY 2020** at 9.30 a.m.

PRESENT:-

Councillor W.S. Trite – Chairman
Councillor M. Bonfield
Councillor T. Foster

Also Present:-

Dr. M. Ayres Town Clerk

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 Harris and Moreton.

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.

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Chairman, seconded by Councillor Foster, 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 item 3 (due to financial and contractual information regarding an identifiable Council employee).

3. **JOB EVALUATION**

a) Review of post OPS1

Members of the Committee discussed the content of a briefing note that had been circulated prior to the meeting, setting out a potential response to a request that had been made under the Council's job evaluation re-assessment procedure. This was supported by advice from the Town Council's HR advisors, South West Councils.

During the debate attention was drawn to the important role that the postholder had played in successfully delivering high-value projects over recent years, which South West Councils advised warranted a higher job evaluation score. This was in line with the re-evaluation of the post that had been undertaken prior to the recent recruitment process, as agreed by full Council at its meeting held on 17th October 2019.

Having considered the evidence before them, it was proposed by the Chairman, seconded by Councillor Bonfield, and RESOLVED UNANIMOUSLY:-

To accept the advice of South West Councils and approve the retrospective re-grading of the post OPS1

from grade 10 to grade 11, to be effective in respect of the incumbent postholder from 1st April 2014.

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

A request was made for the committee to consider the Town Council's staff appraisal process at a future meeting.

5. **DATE OF NEXT MEETING**

The date of the next meeting had been scheduled for 9.30 a.m. on Wednesday 19th February.

The meeting concluded at 10.10 a.m.
