

title should not be amended and that the title Building's Maintenance Supervisor should also remain in the Council's staffing structure, together with the post of Operations Department Administrator.

The Town Clerk reported that he felt that there had been several omissions from the draft job descriptions set out in the report, and that these should be addressed prior to these documents being finalised. This would need to be done prior to the posts being referred to South West Councils for a job evaluation exercise to determine the appropriate salary.

Members discussed the benefits of offering a relocation package for the post of Operations Manager. It was generally felt that a relocation package would be the preferred option and the Town Clerk stated that further information regarding this would be sought. It was noted that when previously advertised there was a requirement for the Operations Manager to live within 30 minutes of Swanage. It was noted that this would be reviewed but that a "reasonable" distance from Swanage should be stipulated.

In considering interview arrangements for the new Operations Manager it was noted that in recent years the usual practice was for an interview panel for a management post to consist of the appropriate Committee chairman i.e. Operations Committee Chairman, the Town Clerk and one other departmental manager. It was noted that whilst the Interim Operations Manager should not be part of the panel, he could play some part in the recruitment process.

It was proposed by Councillor Bonfield seconded by Councillor Foster, and **RESOLVED UNANIMOUSLY:-**

That the staffing structure be approved subject to consultation with affected personnel, a review of the job descriptions and person specifications, and an evaluation by South West Councils to determine the salary grading of the posts.

It was further proposed by Councillor Harris seconded by Councillor Foster, and **RESOLVED UNANIMOUSLY:-**

That further consideration be given to the offer of a relocation package, if appropriate, for the position of Operations Manager.

It was noted that the finalised job descriptions, person specifications and salary grades would need to be submitted to full Council for final approval.

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

There were no items of information or matters for forthcoming Agendas to record.

5. **DATE OF NEXT MEETING**

It was noted that the next meeting of the Personnel Committee would be held on Wednesday 30th October 2019 at 9.30 a.m.

The meeting concluded at 5.15 p.m.
