Minutes of the Meeting of the <u>PERSONNEL</u> <u>COMMITTEE</u> held at the Town Hall, Swanage on **MONDAY**, 9<sup>th</sup> SEPTEMBER 2019 at 4.00 p.m.

#### PRESENT:-

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

#### Also Present:-

Dr. M. Ayres Town Clerk
Miss A. Spencer Finance Manager

### **Public Participation Time**

There were no members of the public present at the meeting.

#### 1. **APOLOGIES**

An apology was received from Councillor Moreton for his inability to attend the meeting.

#### 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 Bonfield, 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 specific Council employees).

## 3. TO CONSIDER REPORT FROM LOCAL GOVERNMENT RESOURCE CENTRE RE. OPERATIONS DEPARTMENT

Further to Minute 79)a) of the Council Meeting held on 29<sup>th</sup> July 2019, consideration was given to a report on the future structure of the Council's Operations Department prepared by the Local Government Resource Centre (LGRC). The Clerk highlighted that the primary objective was to agree the role and duties of the Operations Manager's post to enable a recruitment process to commence at the earliest opportunity. Whilst the report made recommendations in respect of other posts, it was noted that these would need to be the subject of consultation with existing staff where appropriate. It was also noted that the primary position of Operations Manager should be filled first, with the other posts being finalised subsequent to the appointment of a new Operations Manager.

Members discussed the Summary and Action Plan, Section 21 of the report, in some detail. It was generally felt that the overall staffing structure that had been submitted in the report was satisfactory. However, detailed consideration was given to the recommended job titles. The Committee decided that the Operations Manager job

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 the 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 pay 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. <u>ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS</u>

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  $30^{th}$  October 2019 at 9.30 a.m.

The meeting concluded at 5.15 p.m.