

Minutes of the Meeting of the **PERSONNEL COMMITTEE**
held at the **TOWN HALL, SWANAGE** on **MONDAY**
28th NOVEMBER 2022 at 10.00 a.m.

PRESENT:-

Councillor W.S. Trite – Chairman

Councillor M.P. Bonfield

Councillor T. Foster (Town Mayor)

Councillor A. Harris

Councillor C. Moreton

Also Present:-

Dr M. Ayres

Town Clerk

Miss N. Clark

Planning and Community Engagement Manager

Ms G. Percival

Assets and Compliance Manager

Miss A. Spencer

Finance Manager

Public Participation Time

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

1. **APOLOGIES**

All committee members were in attendance.

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

There were no declarations to record on this occasion.

3. **TO CONSIDER PRELIMINARY EMPLOYEE BUDGET FOR THE 2023/24 FINANCIAL YEAR, INCORPORATING PROPOSED AMENDMENTS TO THE STAFFING STRUCTURE**

Members considered a briefing note summarising the estimated employee costs for 2023/24. It was noted that the majority of recommended changes made during the Local Government Resource Centre (LGRC) staffing review had been implemented, with the main exception being one post in Central Services which had yet to be appointed following an unsuccessful recruitment exercise.

It was further noted that recruitment to the post of Project Support Officer was pending and would be discussed in agenda item 5.

Following further discussion, during which the changes in posts and training budget as stated in the briefing note were noted, it was proposed by the Town Mayor, seconded by Councillor Moreton, and **RESOLVED UNANIMOUSLY**: -

That the staffing costs and training budgets as presented in the briefing note be taken forward to the next meeting of the Finance and Governance Committee for consideration as part of the budget setting process for 2023/24.

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

a) **Pay Agreement 2022/23**

It was reported that the 2022/23 pay award had been agreed between the Local Government Employers and Trade Unions. It was stated that this was a flat rate increase of £1,925 across all grades.

b) **Dorset County Pension Fund Annual Employers Meeting**

It was reported that officers had attended a remote meeting of the members of the Dorset County Pension Fund and the fund's actuary, Barnett Waddingham. It was further reported that the employer's pension contribution rate for the financial years 2023/24-2025/26 had been set at 22%, no change from the current rate.

c) **Christmas Shutdown**

It was confirmed that the Christmas shutdown would begin at lunchtime on Friday 23rd December 2022.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Trite, seconded by Councillor Harris 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 items 5 and 6 (due to data protection requirements).

5. **TO CONSIDER OUTCOME OF JOB EVALUATION OF SPECIFIC POSTS**

Consideration was given to information provided by South West Councils, with the Town Clerk giving a verbal report on the matter, regarding the salary grading of the following posts, in accordance with the agreed Job Evaluation Scheme.

a) **Projects Support Officer**

It was noted that this post was devised following a recommendation made by LGRC and that the post would be for a fixed-term 2-year contract. It was proposed by Councillor Trite, seconded by Councillor Bonfield, and RESOLVED UNANIMOUSLY:-

That this post be confirmed as part of the Council's staffing structure at salary grade 5, in accordance with the recommendation of South West Councils.

b) **Post TIC2**

The Town Clerk reported that a job evaluation request had been submitted by the holder of post TIC2 and that this had been evaluated by South West Councils in line with the Council's job evaluation re-assessment procedure.

It was reported that this role had grown in stature over the last two years, in line with the increase in visitor numbers post pandemic, and that the officer acted as the only duty manager at weekends dealing with a wide range of issues.

Therefore, it was recommended by the postholder's line manager that any increase in salary should be backdated until 1st June 2021.

It was proposed by Councillor Bonfield, seconded by the Town Mayor and RESOLVED UNANIMOUSLY:-

That the post of TIC2 be re-graded from grade 5 to grade 6, effective from 1st June 2021.

c) Administration and Communication Posts

It was reported that the Council's management team were giving consideration to next steps in filling the remaining vacant posts in central services. Although it was currently envisaged that there would be relatively minor changes to job descriptions and person specifications, it was noted that this may result in one post being recruited at a lower salary grade, subject to the recommendation of South West Councils. In order to ensure that the posts could be advertised as soon as possible, it was AGREED:

That delegated authority be granted to relevant members of the management team to proceed with recruitment to vacant posts within agreed salary budgets, in accordance with recommendations from South West Councils.

6. TO CONSIDER REVIEW OF SALARY AND GRADING STRUCTURE, FURTHER TO MINUTE NO.5 OF THE PERSONNEL COMMITTEE MEETING HELD ON 6TH JULY 2022 AND MINUTE NO.11 OF THE FINANCE & GOVERNANCE COMMITTEE MEETING HELD ON 9TH NOVEMBER 2022

The Town Clerk reported that at its meeting held on 9th November 2022 the Finance & Governance Committee had agreed that any changes to the Council's salary & grading structure should be a matter for determination by the Personnel Committee (Minute No. 11 refers).

It was noted that the differential size of the pay bands remained a feature of the Council's salary structure. However, in light of the significant uplift in salaries resulting from the 2022/23 pay award, as noted in Minute 4 a) above, and the substantial economic uncertainty faced by the Town Council during the budget setting process for 2023/24, it was proposed by Councillor Bonfield, seconded by the Town Mayor and **RESOLVED UNANIMOUSLY:**

That the matter be deferred for a period of at least 6 months.

7. DATE OF NEXT MEETING

It was noted that the next meeting had been scheduled for 9.30 a.m. on Wednesday 18th January 2023.

The meeting closed at 10.45 a.m.
