

Minutes of the Meeting of the **PERSONNEL COMMITTEE**
held at the **TOWN HALL, SWANAGE** on **WEDNESDAY**
6th JULY 2022 at 9.40 a.m.

PRESENT:-

Councillor W.S. Trite – Chairman

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**

Apologies for their inability to attend the Meeting were received from Councillors Bonfield and Moreton.

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

No matters were raised.

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 item 4 (in relation to contractual information regarding council employees).

4. **TO CONSIDER OUTCOME OF JOB EVALUATION OF POSTS FURTHER TO RECOMMENDATIONS IN LGRC STAFFING REVIEW AND CONFIRMATION OF APPROVAL OF REVISED STAFFING STRUCTURE (SUBJECT TO STAFF CONSULTATION)**

Further to Minute No. 4 of the Personnel Committee Meeting held on 30th July 2021, consideration was given to a briefing note setting out a revised structure for the Council's administrative posts, and the results of a related job evaluation exercise carried out by South West Councils. It was noted that the overall structure was in accordance with the recommendation made by the Local Government Resource Centre (LGRC) in its report of July 2021. However, some further changes to job titles and job

descriptions had been made and these were considered by the Committee in some detail.

It was noted that the total annual cost of the proposals is broadly in line with the salary budget for the current financial year, as agreed in January 2022, although the final job evaluation of two posts will be reported to full Council when consideration is given to this Committee's recommendations. It was also noted that efficiencies to be implemented have the potential to deliver future reductions in the salary budget. The importance of staff training was also highlighted.

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

TO RECOMMEND:

That approval be given to the revised staff structure and salary grades, subject to staff consultation.

Further to the above, it was proposed by Councillor Trite, seconded by the Town Mayor, and **RESOLVED UNANIMOUSLY: -**

TO RECOMMEND:

That delegated authority be given to the Town Clerk to undertake the consultation and decide whether or not to proceed with the proposal (or an amended version of it) once the consultation has been completed and the feedback considered.

The question of whether to offer pay protection to any staff member whose post was being re-profiled and would consequently receive a lower salary was considered. While the Council was under no legal obligation to offer pay protection Committee members agreed that a period of protection should be offered in recognition of past service. It was proposed by Councillor Trite, seconded by Councillor Harris, and **RESOLVED UNANIMOUSLY: -**

TO RECOMMEND:

That pay protection be offered for a period of one year to any employee whose post is subject to a reduction in salary as a result of the proposed restructure.

Consideration was then given to the recommendation contained in paragraph 23.6 of the LGRC report relating to a regrading of the post of Town Clerk and RFO. A benchmarking exercise carried out by South West Councils had supported the report's recommendation to increase the salary paid from band LC 4 – below Substantive Range (SCP 46-49) to LC 4 – Substantive Range (SCP 50-54).

The Town Clerk left the Meeting at 10.40 a.m.

Members considered the evidence provided about the benchmarking of the Clerk's salary, and particular attention was paid to the information regarding the salaries of Clerks serving Councils with similar budgets, providing a comparable range of services to those provided by Swanage Town Council. It was, therefore, proposed by the Town Mayor, seconded by Councillor Harris, and **RESOLVED UNANIMOUSLY: -**

TO RECOMMEND:

That the salary payable to the Town Clerk & RFO be re-graded to the LC4 – Substantive grade (SCP 50-54), backdated to 1st April 2020, subject to the satisfactory

conclusion of negotiations over possible contractual changes.

The Town Clerk re-entered the Meeting at 10.50 a.m.

In light of the above recommendation, consideration was given to potential changes to be made to the Town Clerk's contract upon implementation of the above. It was agreed that there should no longer be an additional scale point awarded for holding the CiLCA qualification, nor should provision be made for overtime payments for attendance at routine full Council meetings held outside of office hours. Draft revised wording in respect of the latter is to be presented to the Full Council meeting on 11th July 2022.

5. **TO CONSIDER REVIEW OF SALARY AND GRADING STRUCTURE, FURTHER TO MINUTE NO. 4 OF THE PERSONNEL COMMITTEE MEETING HELD ON 30TH JULY 2021**

Further to Minute No. 4 of the Personnel Committee Meeting held on 30th July 2021, consideration was given to a briefing note setting out research that had been conducted into a potential review of the Council's salary and grading structure. In response to a recommendation in the LGRC report that the Council should consider re-profiling its salary structure, South West Councils had been commissioned to provide options that would address the uneven structure of pay grades 1-7.

During the ensuing debate, concern was expressed about difficulties experienced in recruiting to vacant posts, especially in the Finance Department where two posts remained unfilled following an unsuccessful recruitment exercise earlier in the year. However, it was also noted that there would be significant uncertainty about the budgetary impact of any significant change to the grading structure given that no agreement is expected for some months regarding the 2022/23 pay settlement and substantial percentage increases to the National Living Wage are anticipated over the next two years. In light of this it was AGREED:

To request the Policy, Finance and Performance Management Committee to consider the financial implications of any revised salary and grading structure prior to the matter being brought back to the Personnel Committee in the autumn.

6. **DATE OF NEXT MEETING**

It was noted that the next meeting had been scheduled for 9.30 a.m. on Wednesday 14th September.

The meeting closed at 11.20 a.m.
