

Minutes of the Meeting of the **PERSONNEL COMMITTEE**
held at the **TOWN HALL, SWANAGE** on **FRIDAY,**
10th SEPTEMBER 2021 at 9.30 a.m.

PRESENT:-

Councillor W.S. Trite – Chair
Councillor M. Bonfield
Councillor T. Foster
Councillor A. Harris
Councillor C. Moreton

Also Present:-

Dr M. Ayres
Miss A. Spencer

Town Clerk
Finance Manager

Public Participation Time

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

1. **APOLOGIES**

There were no apologies to report on this occasion.

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.

3. **TO CONSIDER MAKING A ONE-OFF NON-CONSOLIDATED PAYMENT TO ALL COUNCIL STAFF**

At the request of a member of the committee, consideration was given to the possibility of making a one-off payment to all current Council employees in recognition of the hard work of the Council team during the busy summer months. Attention was drawn to the difficult summer that had been seen, with high visitor numbers and vacant posts, increasing the workload under difficult circumstances. Consideration was also given to the budget impact of this proposal, it being noted that although there was currently a significant underspend on staff salaries, that may not be the case by the end of the financial year given the recognised need to recruit to additional/non budgeted posts.

Some discussion arose around the blanket application of any payment, given the short length of service of some employees. However, it was noted that any pro rata payment would in itself be problematic.

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

TO RECOMMEND:

That a one-off payment of £250 be made to each of the Council's current employees in recognition and appreciation of the collective effort made by the Council team during the busy summer months.

4. **IMPLEMENTATION OF LGRC STAFFING REVIEW-UPDATE**

The Town Clerk updated Members on the current status of the LGRC Staffing Review. It was stated that two posts had been highlighted for primary recruitment being a Payroll/Personnel Officer and a General Administration Officer. Job Descriptions and Person Specifications of all new posts were expected to be submitted for evaluation by the end of the month.

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

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

6. **DATE OF NEXT MEETING**

It was noted that the scheduled date of the next meeting was 27th October 2021, but that this may be subject to change. This would be confirmed at a later date.

The meeting concluded at 9.50 a.m.
