Minutes of the Meeting of the <u>PERSONNEL</u> <u>COMMITTEE</u> held at the Town Hall, Swanage on <u>WEDNESDAY</u>, 24th APRIL 2019 at 3.30 p.m.

PRESENT:-

Councillor T.J. Morris – Chairman Councillor J. Bishop Councillor M. Bonfield Councillor G. Green Councillor A. Harris

Also Present:-

Councillor C. Finch – from 3.40 p.m. Councillor M. Whitwam Dr. M. Ayres Town Clerk Miss N. Clark Administration & Communications Manager Mr K. Stokes Operations Manager

Public Participation Time

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

1. APOLOGIES

An apology was received from Councillor Trite 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.

3. <u>TO CONSIDER ADOPTION OF REVISED STAFF HANDBOOK</u>

Further to Minute No. 3 of the Personnel Committee Meeting held on 18th May 2016, consideration was given to a briefing note setting out revisions to the draft Staff Handbook and the process for adoption. One of the principal changes was the inclusion of a Shared Parental Leave Policy.

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

TO RECOMMEND:

That the revised draft Staff Handbook be adopted, subject to consideration of any responses to staff consultation.

4. TO CONFIRM AGREEMENT OF REVISED POST LIST

Consideration was given to a briefing note setting out a revised Town Council post list for the 2019/20 financial year, incorporating minor changes within the Parks & Operations section.

It was proposed by Councillor Morris, seconded by Councillor Bonfield, and RESOLVED unanimously:-

That the revised post list be agreed, as set out in the briefing note circulated prior to the meeting.

5. <u>TO CONSIDER RECRUITMENT TO FOLLOWING POSTS AND/OR REPORT</u> <u>FROM SOUTH WEST COUNCILS REGARDING SALARIES:</u>

Consideration was given to information provided by South West Councils regarding the salary grading of the following posts, in accordance with the agreed Job Evaluation Scheme.

a) Management Support Officer

During discussion regarding recruitment to this post, a question was asked about the degree of detail which should be included within the job description given that it could cause some confusion regarding the overall level of responsibility attributed to the post. It was agreed that officers would give this matter further consideration prior to recruitment taking place.

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

That, in accordance with the recommendation of South West Councils, the salary of this post should remain at Grade 5.

b) Buildings Maintenance Supervisor

It was noted that this was a new post, designed to bolster the technical knowledge available within the Operations Department. Attention was drawn to the importance of understanding how this post fitted into the Council's organisational structure.

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

That, in accordance with the recommendation of South West Councils, the salary of this post should be Grade 7.

c) Seafront Advisors

Careful consideration was given to the salary to be paid to these posts, given the bringing together of the seafront advisor and boat park attendant roles. Concern was expressed at the grading of these posts in relation to that of other members of the Town Council's workforce.

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

That, in accordance with the recommendation of South West Councils, the salary of the Seafront Advisor posts should be Grade 3.

It was FURTHER RESOLVED:

That South West Councils be instructed to reevaluate the salary grading of those employed as General Operatives.

6. TO CONSIDER ARRANGEMENTS FOR STAFF PARKING

It was reported that the Visitor Services Manager had drawn attention to the need to regularise the situation in respect of staff parking for the team at the Swanage Information Centre. This was also the case for the Council's beach cleaners when working on the seafront. It was noted that whilst staff at the Town Hall and Depot had access to free staff parking, this was not the case in respect of those posts listed above.

Consideration was given to a system of permit parking, and where that could best be accommodated, given the Council's need to maximise the number of spaces available for residents and visitors to the town in the Council's car parks. It was proposed by Councillor Green, seconded by Councillor Bonfield, and RESOLVED UNANIMOUSLY:-

That members of staff based at Swanage Information Centre, and those working on the seafront, should be issued with staff parking permits for use in the Residents' Car Park during working hours only.

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

a) Town Clerk's flexible working arrangements – it was reported that in accordance with the Council's Flexible Working Policy a review of these arrangements had been undertaken and that they would remain in place.

8. **DATE OF NEXT MEETING**

The date of the next meeting would be confirmed at the Annual Council Meeting in May 2019.

The meeting concluded at 4.30 p.m.
