

Minutes of the Meeting of the PERSONNEL COMMITTEE  
held at the TOWN HALL, SWANAGE on FRIDAY, 30<sup>th</sup>  
JULY 2021 at 2.00 p.m.

PRESENT:-

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

Also Present:-

Dr M. Ayres Town Clerk

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

The following items were noted as matters for forthcoming agendas:

- Development of STC Corporate plan – noted as a priority and options for external facilitation to be explored.
- Planning advice – options for engaging a planning consultant to be investigated.

**EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Chair, seconded by the Town Mayor, 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 4 & 5 (due to data protection requirements).

4. **TO CONSIDER PRIORITY ACTION POINTS FROM LGRC STAFFING REVIEW**

Further to Minute No. 5 of the Personnel Committee Meeting held on 12<sup>th</sup> March 2021, the Town Clerk outlined proposals set out in the report entitled *Swanage Town Council: Review of the Staffing Structure and Salary Levels* that had been undertaken by the Local Government Resource Centre (LGRC). The document was

then debated page-by-page and reference was also made to information benchmarking the Town Council's expenditure and salaries budget against other town and parish councils, both nationally and locally.

Following discussion, it was proposed by Councillor Foster, seconded by Councillor Bonfield and **RESOLVED UNANIMOUSLY**:

That the draft staffing structure on page 16 of the LGRC Report be recommended for approval to full Council, subject to the following:

- compilation of job descriptions and person specifications;
- job evaluation by South West Councils to determine the salary grading of all affected posts;
- consultation with affected personnel;
- and a budget impact assessment.

It was **FURTHER RESOLVED**:

That, in light of the recommended changes to the management of the Operations Department, the supervisory structure within that department should also be reviewed.

That any posts identified as a priority by the Town Clerk, in consultation with the other members of the management team, that can be funded from within existing staffing budgets be recruited to as soon as practicably possible.

It was agreed that the Committee would meet again in September to review the detailed work that had been undertaken, prior to the presentation of the report and its recommendations to full Council.

Considering recommendation 28.15 regarding a review of staff salary structures it was proposed by Councillor Bonfield, seconded by Councillor Moreton and **RESOLVED UNANIMOUSLY**:

That South West Councils be instructed to carry out a review of the Town Council's salary and grading structure, taking into account the content of the LGRC Report.

## **5. TO CONSIDER INTERIM MEASURES**

Consideration was given to an e-mail from postholder OPS 17 seeking financial recognition for carrying out enhanced duties during the recent absence of his line manager. It was reported that this request was supported by the Operations Manager.

During the discussion, Councillors wished to record that the postholder's service had been greatly appreciated and requested that he should be formally notified of this. It was proposed by Councillor Bonfield, seconded by the Town Mayor and **RESOLVED UNANIMOUSLY**:

That postholder OPS17 be awarded an 'acting up payment', equivalent to the difference between SCP 5 and SCP 6 for the duration of his line manager's absence.

6. **DATE OF NEXT MEETING**

It was agreed that the Committee should meet again once detailed proposals and costings had been drafted, most likely during September 2021.

The meeting concluded at 3.50 p.m.

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