

Minutes of the Meeting of the **PERSONNEL COMMITTEE**
held at the **TOWN HALL, SWANAGE** on **FRIDAY 11th**
MARCH 2022 at 10.30 a.m.

PRESENT:-

Councillor W.S. Trite – Chair

Councillor T. Foster

Councillor A. Harris

Councillor C. Moreton

Also Present:-

Dr M. Ayres

Town Clerk

Ms G. Percival

Operations Manager

Public Participation Time

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

1. **APOLOGIES**

Apologies for his inability to attend the Meeting were received from Councillor Bonfield.

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**

a) It was reported that agreement had been reached between the employers and two of the three local government trade unions, thereby enabling implementation of a 1.75% pay award for 2021/22. It was noted that negotiations were yet to commence for 2022/23.

b) Members requested an update on staff recruitment. It was reported that interviews for a number of posts had been scheduled for next week, although recruitment to fill vacancies in the finance team had been unsuccessful. It was noted that a fresh attempt to recruit a Grounds and Estates Manager, with minor amendments having been made to the job description highlighting the requirement for horticultural knowledge, would commence imminently.

It was noted that recruitment methods were largely web-based given the price of using print media. In addition to this the annual jobs fair at the Information Centre was a very useful tool for raising awareness of vacancies. It was suggested that officers could liaise with local schools, colleges and universities to promote careers in local councils, advertise in neighbouring parish magazines and consider engaging a media company to further raise awareness of job opportunities.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Trite, 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 item 4 (in relation to contractual information regarding council employees).

4. **TO CONSIDER PROPOSALS FOR RESTRUCTURING THE OPERATIONS DEPARTMENT**

The Operations Manager introduced a briefing note setting out some minor changes to the staffing structure of the Operations Department. These were designed to improve efficiency and recognise the importance of specialist knowledge. A question was raised over proposed job titles and it was agreed that this matter should be given further consideration by officers, although Members recognised that this was not a matter that would require further Member approval.

It was noted that as the proposed changes were relatively minor and would not result in an increase in the agreed staffing budget the question of whether or not to approve the proposed changes could be determined by the Committee. Consequently, it was proposed by Councillor Trite, seconded by Councillor Foster, and **RESOLVED UNANIMOUSLY**: -

That the revised Operations Department staffing structure, as set out in the briefing note for this agenda item, be approved and implemented, subject to staff consultation.

5. **DATE OF NEXT MEETING**

It was agreed that the next meeting had been scheduled for 9.30 a.m. on Wednesday 20th April. It was agreed that an interim meeting could be arranged if required.

The meeting closed at 11.20 a.m.
