

Minutes of the Meeting of the **PERSONNEL COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 26<sup>th</sup> NOVEMBER 2018** at 3.30 p.m.

PRESENT:-

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

Also Present:-

Councillor M. Whitwam	
Dr. M.K. 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 Bishop and Trite.

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 STAFFING STRUCTURE AND POST LIST FOR 2019/20 FINANCIAL YEAR**

The Finance Manager outlined the Council's post list and costs for the current and 2019/20 financial year. It was noted that in the current financial year several posts remained vacant, with two posts presently being advertised. As such a large under spend was projected in the 2018/19 financial year. It was assumed that these posts would be filled by the new financial year. One of the vacant posts was the Buildings Supervisor post, which may be reviewed by a newly appointed Operations Manager.

It was noted that there were no proposed changes to the previously approved post list, however, there were some revisions to the duration of employment for several posts. These included an increase in the length of employment of the Boat Park Attendant and Seafront Advisor posts. It was noted that the Visitor Services Manager had stated the desire to utilise these posts in an interchangeable manner in the 2019 season. However, this had yet to be approved. It was further stated that the inclusion of a Visitor Services Assistant in a permanent post for 14 hours per week at weekends had not been approved by the Tourism Committee and as such the costs for the post would be revised to that of a seasonal post, as in 2018.

Discussion arose regarding the use of volunteers in a town ambassador role, using an area at the Station Approach travel interchange, as an information hub. The idea was generally welcomed.

In reviewing the employee costs for 2019/20, projected at £989k, it was noted that the pay scales for 2019/20 had already been agreed by the NJC. It was further noted that the lower grades had been given an inflationary uplift of 5-6% moving through to 2% in the higher graded bands. It was noted that some adjustment to the distributed estimated costs would be required following clarification of the scale points on grades 1 and 2, further to the rebasing of scale points by the NJC. It was stated that any changes to costs would be minimal.

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

That the proposed staffing structure and budget estimate be taken forward to the next meeting of the Policy, Finance and Performance Management Committee, with the stated amendments, for further consideration as part of the budget setting process for 2019/20.

4. **ADDITIONAL HOLIDAY TO COVER CHRISTMAS SHUTDOWN 2018**

The Town Clerk outlined the procedures in place for the Council's Christmas shutdown period, which is traditionally Midday on Christmas Eve to the first working day after New Year's Day, with members of the Operations team on standby for emergency call outs. It was suggested that due to Christmas Eve being on a Monday, with only half a day to be worked, that the shutdown period be extended to include Christmas Eve. It was further suggested that this be extended to include closedown from Midday on Friday 21<sup>st</sup> December, as tradition for the last working day before Christmas.

It was stated that Council employees are entitled to two non-statutory days holiday which are used by employees for the compulsory closure. It was recognised that in order to cover the Christmas shutdown that employees would be required to take an additional two and a half days holiday.

As a gesture of goodwill for Council employees, it was proposed by Councillor Bonfield, seconded by Councillor Green, and RESOLVED unanimously:-

That the Council grants two and a half days additional holiday to all permanent employees to cover the Christmas shutdown (for 2018 only).

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

The Town Clerk updated Members on the recruitment process for the post of Operations Manager, with a preferred candidate being offered a second informal interview.

It was suggested that the matter of a jobs fair at the TIC be discussed following the perceived success of this event.

The employment of Apprentices was further mooted and was seen as an important training/recruitment route.

7. **DATE OF NEXT MEETING**

The next Personnel Committee meeting was due to be held on 20<sup>th</sup> February 2019 at 9.30 a.m.

The meeting concluded at 4.00 p.m.

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