

Minutes of the Meeting of the **PERSONNEL COMMITTEE**  
held at the **TOWN HALL, SWANAGE** on **MONDAY**  
**10<sup>th</sup> OCTOBER 2022** at 9.50 a.m.

PRESENT:-

Councillor W.S. Trite – Chairman

Councillor M.P. Bonfield

Councillor C. Moreton

Also Present:-

Dr M. 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 the Town Mayor and Councillor Harris.

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. **TO CONSIDER DRAFT TERMS OF REFERENCE**

Further to the recent review of the Town Council's Committee structure, it had been agreed that draft Terms of Reference should be considered by each of the Council's committees. To that end, draft Terms of Reference were considered by the Committee. It was noted that consistency was required in the language referring to the Chairman/Chairperson of the meeting and that reference to 'full Council' should be changed to 'Council'. Minor amendments to paragraph 2.11 were also agreed.

It was proposed by Councillor Trite, seconded by Councillor Moreton and  
RESOLVED UNANIMOUSLY:

That, subject to the minor amendments agreed at this meeting, the draft Terms of Reference for the Personnel Committee be brought forward to the Council for adoption, following a review by the Finance and Governance Committee of the draft Terms of Reference for all Council committees.

4. **TO CONSIDER ADOPTION OF DIGNITY AT WORK POLICY**

Further to Minute No. 85(a) of the Council Meeting held on 26<sup>th</sup> September 2022, it was noted that local councils were being invited by the Society of Local Council Clerks and the National Association of Local Councils to sign up to a Civility and Respect Pledge, in order to demonstrate their commitment to measures which support civil and respectful conduct. Prior to signing up to the pledge, councils were being asked to adopt a Dignity at Work Policy, which would replace the Council's existing Bullying and Harassment Policy.

The Committee gave consideration to a model policy document circulated by the Civility and Respect Project. During the discussion, Members expressed support for the project's aims, but a preference was expressed for retaining the Council's existing policy because of its clarity. It was, however, acknowledged that it might be beneficial to consider incorporating elements of the model document into the adopted Bullying and Harassment Policy. It was, therefore, AGREED:

That the Town Clerk be asked to review the Council's existing Bullying and Harassment Policy and prepare potential revisions for consideration at a future Committee meeting.

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

An update was provided regarding progress towards agreeing the NJC pay award for 2022-23. It was noted that members of one of the three recognised trade unions had voted to accept the employers' offer, but that the results from the other two were as yet unknown. Further news was anticipated during October.

Attention was drawn to the forthcoming actuarial review of the Dorset County Pension Fund, the results of which were due to be announced during November. This would determine the Town Council's employer contributions to the fund over the coming three years.

**EXCLUSION OF PRESS AND PUBLIC**

Proposed by Councillor Trite, seconded by Councillor Bonfield 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 6 (due to data protection requirements).

The Town Clerk left the meeting at 10.15 a.m.

6. **TO AGREE IMPLEMENTATION OF CHANGES TO TOWN CLERK'S CONTRACT, FURTHER TO MINUTE NO. 61 OF THE COUNCIL MEETING HELD ON 11<sup>TH</sup> JULY 2022**

Further to Minute No. 61 of the Council Meeting held on 11<sup>th</sup> July 2022, consideration was given to a briefing note issued by the Finance Manager setting out the outcome of negotiations regarding proposed changes to the Town Clerk's contract.

In light of this it was proposed by Councillor Trite, seconded by Councillor Bonfield and RESOLVED UNANIMOUSLY:

That the removal of overtime payments to the Town Clerk be backdated to 1<sup>st</sup> April 2021, to coincide with the increase in salary payable from that date in respect of the regrading of the post.

7. **DATE OF NEXT MEETING**

It was noted that the next meeting had been scheduled for 9.30 a.m. on Wednesday 16<sup>th</sup> November.

The meeting closed at 10.20 a.m.