

Minutes of the Meeting of the **PERSONNEL COMMITTEE** held at the Town Hall, Swanage on **THURSDAY, 30th AUGUST 2018** at 10.30 a.m.

PRESENT:-

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

Also Present:-

Dr M.K. Ayres	Town Clerk
Miss A Spencer	Finance Manager
Mr G Brookes	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 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 FUNDING EXISTING COUNCIL STAFF WITHIN THE OPERATIONS DEPARTMENT TO OBTAIN DRIVING LICENCES**

Members discussed the circulated briefing note highlighting the difficulties in recruiting appropriately qualified employees, particularly drivers. The Operations Manager put forward a "grow your own" training programme to ensure adequate provision of qualified drivers within the Council's operations department. The need to maintain and encourage training for employees was noted by Members.

The need to increase the training budget to allow for the additional expenditure was further noted. It was proposed by Councillor Bishop, seconded by Councillor Green and RESOLVED UNANIMOUSLY:-

That the training programme be approved and a virement request be submitted to the Policy, Finance and Performance Management Committee in October 2018 to fund the programme, up to £5,000 from employee costs to training.

4. **TO CONSIDER REPORT FROM SOUTH WEST COUNCILS REGARDING RE-GRADING OF SALARIES OF SPECIFIC POSTS**

Members of the Committee discussed a briefing note circulated prior to the meeting by the Town Clerk. A request had been submitted by the Visitor Services Manager with regards to a review of the grading of the Beach Gardens Attendant posts. A further submission to review a post grading had been received from an

Enforcement Officer. It was noted that a review of the grading of these posts had been conducted by South West Councils as per Council policy in these matters. The recommendation of South West Councils was that the Beach Gardens Attendant posts be re-graded from Grade 1 to Grade 2 and that the Enforcement Officer post be regraded from Grade 3 to Grade 4.

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

To accept the recommendations of South West Councils and approve the re-grading of the posts, with the Beach Gardens Attendants regrading to be effective from the start of their employment and the regrading of the Enforcement Officer post to be effective from the date that the request was submitted.

5. **TO CONSIDER CREATION OF ASSISTANT GROUNDS MAINTENANCE SUPERVISOR POST AND REPORT FROM SOUTH WEST COUNCIL REGARDING SALARY**

Consideration was given to a briefing note circulated by the Town Clerk. It was recognised that, following the departure of the then Grounds Maintenance Supervisor in April, that the General Operative Team Leader's role had changed with increased responsibilities being assigned. It was noted that the employee had been particularly conscientious under difficult circumstances.

It was noted that these additional responsibilities were expected to continue and therefore it was recommended that the employee's role be permanently re-designated as Assistant Grounds Maintenance Supervisor and remunerated accordingly. It was further noted that a job description had been evaluated by South West Councils and the post had been assessed as Grade 4.

It was proposed by Councillor Green, seconded by the Chairman, and RESOLVED UNANIMOUSLY:-

To approve the re-designation of the General Operative Team Leader as Assistant Grounds Maintenance Supervisor with effect from 16th April 2018, and that this post be added accordingly to the Council's staffing structure at Grade 4.

6. **TO CONSIDER RECRUITMENT TO FOLLOWING POSTS AND REPORT FROM SOUTH WEST COUNCILS REGRADING SALARIES:**

a) **Operations Manager**

The Operations Manager reported to Members that he would be retiring on a flexible basis with effect from 30th September 2018. On behalf of the Committee, the Chairman thanked the Operations Manager for all his hard work and the significant contribution that he had made to the Council and Swanage.

Members discussed the recruitment process as outlined in a briefing note with the importance of the role being emphasised by Members. It was noted that a job description for the post had been evaluated by South West Councils (SWC) and evaluated at Grade 10. The potential for engaging the professional services of SWC to assist in the recruitment process was discussed. It was agreed that they would be employed in an advisory capacity, with any costs to be met from the existing professional fees budget.

The importance of the inclusion of the Operation Committee chairman in the interview process was acknowledged, and it was felt by Members that this would emphasise the importance of the post to interview candidates. A discussion arose as to the inclusion of the current Operations Manager in the recruitment process. It was noted

that his knowledge was invaluable and that he should be included in the recruitment process in an informal capacity.

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

That the recruitment process for an Operations Manager be undertaken at the earliest opportunity, with the post being graded at Grade 10, as advised by South West Councils. The interview panel should include the current Operations Committee chairman, with South West Councils' services being employed in an advisory capacity.

b) Administration and Communications Manager

The Town Clerk highlighted the need to resolve the position of the post of Administration and Communications Manager, which had been occupied on an acting basis since August 2017.

It was noted that South West Councils had considered the job description and evaluated the post as Grade 7. The Town Clerk reported that in compliance with the Council's Equality Policy the post would be advertised internally in the first instance.

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

That the post of Administration and Communications Manager be adopted into the Council's staffing structure, at Grade 7, and that the recruitment process be commenced at the earliest opportunity.

During further discussion the requirement to recruit an employee to engage in committee work was highlighted.

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

- (a) **Review of Administration Section**
- (b) **Review of Operations Department**

It was noted that a review of the Administration and Operations Departments would be undertaken in time for the next meeting of the Personnel Committee, at which the 2019/20 budget would be discussed.

8. **DATE OF NEXT MEETING**

The next Personnel Committee meeting would be called by the Chairman during the autumn of 2018.

The meeting concluded at 11.00 a.m.