

Minutes of an Extraordinary Meeting of the **PERSONNEL COMMITTEE** held at the **TOWN HALL, SWANAGE** on **WEDNESDAY 8<sup>th</sup> JANUARY 2025** at 12.30 p.m.

PRESENT:-

Councillor W.S. Trite – Chairman

Councillor M. Bonfield

Councillor T. Foster (Town Mayor)

Councillor C. Moreton

Councillor S. Vile

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 for absence to report.

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**

The Town Clerk reported that, further to a meeting held earlier in the day, an additional extraordinary committee meeting may need to be convened later in the month.

**EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Chairman, seconded by Councillor Foster 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 (due to data protection requirements).

4. **TO CONSIDER INCLUSION OF A TEMPORARY PROJECT DELIVERY OFFICER POST IN THE STAFF STRUCTURE FOR THE 2025/26 AND 2026/27 FINANCIAL YEARS**

Members considered a briefing note which set out a proposal to engage the services of a project delivery officer for a fixed 2-year term, together with a draft job description, person specification and advert. It was noted that a review of the Council's staffing structure commissioned from the LGRC in 2021 had recommended the recruitment of a project support officer, but that this had not been implemented. The

need for additional staff resource had become clear over recent months given the time commitment required from the management team to deliver the Green Seafront Scheme and the Neighbourhood Plan.

It was reported that the draft job description and person specification had been submitted to South West Councils for job evaluation. This had resulted in the post being assessed as Grade 7 (£32,115 - £35,255), which together with an estimated 4% increase in salary and on-costs would lead to a budget requirement of approximately £45,000 in 2025/26.

The Committee recognised the need to provide skilled support for the management team in order to deliver the Council's key objectives during the next two years. However, some concern was expressed around the potential difficulty of recruiting a high-calibre candidate to a post of this nature on a temporary basis. It was suggested that the draft person specification should be reviewed to ensure that it was not overly prescriptive. The potential for filling the role via an agency was raised and the Town Clerk was asked to explore that option prior to commencing a recruitment process.

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

To include a project delivery officer post in the staff structure for 2025/26 and 2026/27, subject to a review of agency options and further consideration of the budget implications at the meeting of the Finance & Governance Committee on 13<sup>th</sup> January 2025 and final determination at the Estimates Meeting on 20<sup>th</sup> January 2025.

5. **DATE OF NEXT MEETING**

It was noted that the next meeting had been scheduled for 11.00 a.m. on Wednesday 23<sup>rd</sup> April 2025.

The meeting closed at 1.10 p.m.

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