

Minutes of the Meeting of the **PERSONNEL COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY, 6th NOVEMBER 2019** at 4.00 p.m.

PRESENT:-

Councillor W.S. Trite – Chairman
Councillor M. Bonfield
Councillor T. Foster
Councillor A. Harris
Councillor C. Moreton

Also Present:-

Dr. M. Ayres
Miss A. Spencer

Town Clerk
Finance Manager

Public Participation Time

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

1. **APOLOGIES**

None.

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 PRELIMINARY EMPLOYEE BUDGET FOR THE 2020/21 FINANCIAL YEAR**

The Finance Manager outlined the assumptions that had been made in estimating the provisional employee costs budget for 2020/21. It was noted that a 2%-4% increase had been applied to the annual pay increase and that 24% had been assumed for employer pension contribution costs. It was reported that the pension contribution rate would become known prior to consideration of the 2020/21 draft budget in mid-December, and the estimates would be adjusted accordingly. It was further reported that the actual NJC pay increase may not be known until the commencement of the new financial year.

Attention was drawn to the 20% increase in budgeted staffing costs between 2017/18 and 2020/21. It was reported that this was due to the inclusion of some new posts, and an increase in pay/contribution rates. The situation was noted.

Consideration was given to the Council's staffing structure and the requests submitted by Departmental Managers regarding posts. Changes requested by the Operations Manager were the removal of OPS18, Seasonal Beach Cleaner and OPS23, Seasonal Enforcement Officer.

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

To remove jobs allocated to posts OPS 18 and
OPS23 from the staffing structure

Consideration was given to a request from the Visitor Services Manager for an increase in budgeted hours from 1,790 to 1,910 for Sports Park Attendants at Beach

Gardens and to change the status of the employment of these posts from seasonal to permanent. A further request to increase the hours available for seasonal Visitor Services Assistants at the TIC from 35 hours per week to 42 hours per week had also been put forward for consideration.

Following a brief discussion it was proposed by the Chairman, seconded by Councillor Harris and **RESOLVED UNANIMOUSLY:-**

To approve the requested increase in hours and change the employment status for Sports Park Attendants to a permanent post. To further approve an increase in hours for seasonal Visitor Services Assistants at the TIC.

Further consideration was given to a request from the Visitor Services Manager to employ a Seafront Advisor/Town Ambassador on a permanent basis.

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

That this matter should be referred to the Tourism Committee to be held on 19th November for further scrutiny.

Following consideration of the overall draft staffing structure and salary costs it was further proposed by the Chairman, seconded by Councillor Harris and **RESOLVED UNANIMOUSLY:-**

That the staffing structure and budget estimate, incorporating all of the decisions approved at this meeting, and subject to any changes required as costs become known, be taken forward to the next meeting of the Policy, Finance and Performance Management Committee for further consideration as part of the budget setting process for 2020/21.

It was noted that this would also be subject to any recommendation made by the Tourism Committee on 19th November 2019 with regards to the Town Ambassador role.

4. TO CONSIDER ADDITIONAL HOLIDAY TO COVER CHRISTMAS SHUTDOWN 2019 AND TO GIVE CONSIDERATION TO MAKING A ONE-OFF NON-CONSOLIDATED PAYMENT

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 stated that Council employees are entitled to two statutory days holiday which are used during the compulsory closure. It was recognised that in order to cover the Christmas shutdown employees would be required to take an additional day's holiday. It was noted that this day had been given in past years by the Council to its employees as a gesture of goodwill.

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

To grant an additional day's holiday to all permanent employees to cover the Christmas shutdown (for 2019 only).

Consideration was also given to the possibility of making an additional one-off payment to all permanent employees. Attention was drawn to the significant underspend on staff salaries during the current financial year, with vacancies seen in some departments. It was noted that although this payment had been given by the Council in previous years, 2017 being the last time such payment had been made, the payment should remain discretionary and not become expected.

It was proposed by Councillor Harris, seconded by Councillor Foster, and
RESOLVED UNANIMOUSLY:-

To make a one-off payment of £240 to each of
the Council's current employees in recognition
of their service over the last 12 months.

5. TO CONSIDER RELOCATION PACKAGE POLICY

Further to the Extraordinary Meeting of the Council held on Thursday 17th October 2019, the Town Clerk submitted a draft Relocation Package Policy for consideration. It was noted that this package was based upon a template policy approved by South West Councils, incorporating further details included in other policy documents that had been reviewed.

It was noted that the following amendments should be made to the policy, prior to submitting to Council for approval.

Section 6.5: To replace Chief Executive with Town Clerk;

Section 2, bullet point 3: To read 'Applicants must move to within a 10 mile radius';

Section 4: To replace 'You' with 'The applicant'.

It was further noted that the policy should state that in the case of the Town Clerk, relocation expenses will be granted at the discretion of full Council.

The Chairman questioned the maximum allowance of £8,000 and whether this included certain expenses. It was noted that clarification on this matter would be sought. It was proposed by Councillor Trite, seconded by Councillor Bonfield, and
RESOLVED UNANIMOUSLY:-

To submit the amended draft Relocation Package
Policy to full Council on 25th November 2019 for
approval.

6. ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS

There were no items of information or matters for forthcoming Agendas to record.

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Chairman, 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 7 (due to financial and contractual information regarding specific Council employees).

7. JOB EVALUATION

Members of the Committee discussed a briefing note circulated prior to the meeting by the Town Clerk outlining a review of three posts.

a) Review of post TIC1

A request had been submitted with regards to a re-assessment of the salary for post TIC1, Visitor Services Manager and Business Development Officer. It was noted that a review of the job evaluation scoring of this post had been conducted by South West Councils as per Council procedure, which had resulted in a recommendation that the salary for the post be re-graded from grade 8 to grade 9. A detailed discussion ensued as to the commencement date of the re-grade. It was noted that the request for a review of the post had been received in September 2019.

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

To accept the recommendation of South West Councils and approve the re-grading of the post TIC1 from grade 8 to grade 9, to be effective from 1st September 2019.

b) Review of post OPS25

Further to discussion of this post at the Personnel Committee meeting held on 9th September 2019, a job description and person specification had been submitted to South West Councils for the grading of the post OPS25, Buildings Maintenance Supervisor. The recommendation of South West Councils was that this post should be graded at grade 7.

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

To accept the recommendation of South West Councils and approve the grading of the post OPS25 at grade 7.

c) Review of post OPS17

It was reported that a General Operative, post OPS17, had been acting in a supervisory capacity for some time with increased responsibilities being assigned by the Operations Manager following an appraisal. It was noted that the Council's staffing structure had formerly included a post of general operative with some supervisory duties, graded at grade 3.

It was suggested in the briefing note issued by the Town Clerk that the individual's additional responsibilities be recognised and that the postholder should be assigned the position of Acting Team Leader on a 6-month trial commencing immediately. It was noted that the post would be subject to a review following the appointment of the advertised post of Operations Manager, and if retained in the structure would be advertised internally. A brief discussion ensued as to the commencement date of the increased responsibility to the post. It was noted that the employee's appraisal had been held in April 2019.

It was proposed by Chairman, seconded by Councillor Foster, and **RESOLVED UNANIMOUSLY:-**

To approve the designation of OPS17 as Acting Team Leader for a period of six months with immediate effect. The salary to be increased to grade 3 and backdated to 1st April 2019.

8. **DATE OF NEXT MEETING**

The date of the next meeting would be confirmed at a later date.

The meeting concluded at 5.05 p.m.
