

Minutes of the Meeting of the **PERSONNEL COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 28th SEPTEMBER 2015** at **9.30 a.m.**

PRESENT:-

Councillor W.S. Trite – Chairman

Councillor J. Bishop

Councillor M. Bonfield

Councillor T. Morris

Councillor S. Poultney (Town Mayor)

Also Present: -

Dr. M.K. Ayres

Town Clerk

Mrs L. Burgess

Senior Administration and Finance Officer

Public Participation Time

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

1. **APOLOGIES**

An apology for her inability to attend the Meeting was received from Councillor Mrs. Lejeune.

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interest under the Code of Conduct as defined by regulations made under section 30 (3) of the Localism Act 2011, and requests for Grants of Dispensations in respect of Disclosable Pecuniary Interests.

There were no declarations to record on this occasion.

3. **ADOPTION OF NEW STAFF HANDBOOK**

Consideration was given to a new Staff Handbook, which had been prepared by South West Employers.

The Clerk reported that the Handbook was currently in draft format, and that officers were liaising with South West Employers over some issues in order to complete the document.

Following a brief discussion, it was proposed by Councillor Bishop, seconded by Councillor Morris, and RESOLVED:-

That delegated authority be given to officers to complete the new Staff Handbook and submit the document to a future meeting of the Council for approval.

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 4 (staffing structure and post list), item 5 (provision of occupational health services to Swanage Town Council) and item 6

(request for advanced progression in salary –
Post No. OPS7) due to consideration of
Contractual matters and information relating to
individuals in the Council’s employ.

4. **STAFFING STRUCTURE AND POST LIST**

Details of the current staffing structure and post list were submitted for information.

During the ensuing discussion, Members noted the vacant posts and acknowledged the need to appoint staff to the full time positions.

5. **OCCUPATIONAL HEALTH SERVICES**

The Clerk reported on discussions held with the Occupational Health Service Manager, Dorset County Council, with regard to the provision of occupational health services to the Town Council.

Members considered the range of services provided by OHAssist, the external provider to DCC.

Following a brief discussion, it was proposed by Councillor Trite, seconded by Councillor Bishop, and **RESOLVED UNANIMOUSLY:-**

To appoint Dorset County Council Occupational Health Service for the provision of occupational health services to the Town Council.

6. **ADVANCED PROGRESSION IN SALARY**

The Clerk reported on a request received from the holder of Post No. OPS7 for an advanced progression in salary to Grade 7, scale point 28.

It was noted that, in accordance with the terms of his employment contract, he had successfully completed training courses necessary for the role within a two year timescale, and would be undertaking a further course in Safety and Health (NEBOSH) shortly.

Following a brief discussion, it was proposed by Councillor Poultney, seconded by Councillor Bonfield, and **RESOLVED UNANIMOUSLY:-**

That the request from the holder of Post No. OPS7 for an advanced progression in salary to Grade 7, scale point 28 be approved, to be effective from 1st October 2015.

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

(a) **Additional Holiday**

Members of the Committee expressed their appreciation of the loyalty and dedication shown by all members of staff when dealing with queries and issues raised by members of the public, often in difficult circumstances.

As a small gesture in recognition of this dedication, it was proposed by Councillor Trite, seconded by Councillor Bishop, and **RESOLVED UNANIMOUSLY:-**

To grant an additional day’s holiday to all permanent employees to cover the Christmas shutdown (for 2015 only).

Consideration was also given to the possibility of making an additional one-off payment to all staff and it was agreed that this should be considered at the next full Council meeting.

(b) **Matters for Forthcoming Agenda**

(a) Local Government Pension Scheme.

(b) Insurance claims.

8. **DATE OF NEXT MEETING**

It was agreed that the next Personnel Committee meeting be held on 24th February 2016 at 9.15 a.m.

The meeting concluded at 10.10 a.m.
