

Minutes of the Meeting of the **PERSONNEL COMMITTEE**
held at the **TOWN HALL, SWANAGE** on **MONDAY 29th**
NOVEMBER 2021 at 9.30 a.m.

PRESENT:-

Councillor W.S. Trite – Chair

Councillor T. Foster

Councillor A. Harris

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**

An apology for his inability to attend the Meeting was received from Councillor Bonfield, who was present via online video link.

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

a) Members were informed that UNISON, a public service union, had written to the Town Clerk to formally give 'Notice to Employer of an Official Industrial Action Ballot'. It was reported that this could potentially affect 7 employees, with the ballot expected to close mid-January.

4. **TO CONSIDER PRELIMINARY EMPLOYEE BUDGET FOR THE 2022/23 FINANCIAL YEAR, INCORPORATING RECOMMENDATIONS FROM STAFFING REVIEW**

Members considered a briefing note summarising the estimated employee costs for 2022/23, which incorporated changes recommended in the staffing review that had been carried out by the Local Government Resource Centre (LGRC) and discussed under Minute No. 4 of the Personnel Committee Meeting held on 30th July 2021, together with proposals that had been recommended by the Tourism Committee at the informal meeting held on 16th November 2021.

It was reported that the current financial year would realise underspends of approximately £48,000 due to staff vacancies. It was further reported that the current year's pay settlement had not yet been agreed, with a 1.75% increase being applied to the forecast for 2021/22. A 2% pay uplift had been budgeted for 2022/23, with an increase in National Insurance contributions also being applied. It was noted that no

provision had been made for any changes to the grading structure that may need to be considered following a review being carried out by South West Councils.

It was reported that, in addition to the posts recommended by LGRC, a seasonal waste operative post and an increase in hours for Seafront Advisors had been recommended for one year, 2022/23, and that a new post for a Boat Park Attendant had also been added to the post list.

In total, the 2022/23 estimate represented an uplift of £185k on the 2021/22 budget, including inflationary increases and incremental uplifts, as well as new posts.

Members acknowledged that departments were understaffed and that the new posts would be required to deliver the Council's ambitious work programme. The difficulties encountered with recruiting locally were highlighted and this was acknowledged as a potential problem.

It was noted that the recruitment may be phased during the year, and would be discussed in greater detail with departmental managers, which could result in a lower estimate for the 2022/23 costs, but it was emphasised that the increase in staffing costs would be a long-term revenue commitment.

Following further discussion, it was proposed by Councillor Foster, seconded by the Town Mayor, and RESOLVED UNANIMOUSLY: -

**TO RECOMMEND TO THE POLICY, FINANCE &
PERFORMANCE MANAGEMENT COMMITTEE:**

That the staffing costs as presented in the briefing note be included in the draft estimates for 2022/23.

5. DATE OF NEXT MEETING

It was agreed that the next meeting should be arranged as and when required.

The meeting closed at 10.35 a.m.
