



# ANDOVER TOWN COUNCIL

To the Members of the **Staffing Sub-Committee**:

Councillors: Len Gates (Chairman) Katherine Bird (Vice Chairman), Lynn Bird, Steven Hardstaff and Richard Kidd

You are hereby summoned to attend a meeting of the **Staffing Sub-Committee** to be held in **The Town Council Offices, 68B High Street, Andover on Thursday 13 September 2018 at 6.30pm** when it is proposed to transact the following business:-

Wendy Coulter  
**Town Clerk**  
7 September 2018

## AGENDA

- 1 APOLOGIES FOR ABSENCE**  
To receive and accept any apologies for absence.
- 2 DECLARATIONS OF INTEREST**  
To receive and note any declarations of interest relevant to the agenda.
- 3 MINUTES**  
To approve the minutes of the previous meetings held on 11 July 2018 – attached at **Appendix A**.
- 4 PUBLIC PARTICIPATION**  
There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer will be given, or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.
- 5 APPRAISALS**  
To note the Appraisals have been carried out for all Staff.  
A short report is attached at **Appendix B**.
- 6 STAFFING STRUCTURE AND DELEGATION OF AUTHORITY TO OFFICERS**  
To consider recommending to full Council that delegation of authority be given to officers to fully implement the staffing structure – report attached at **Appendix C**.
- 7 BUDGET 2019/2020**  
To confirm the Staffing Structure and recommend to Policy and Resources the Staffing Budget for 2019/2020 – attached at **Appendix D**.
- 8 MEMBERS ACCESS TO OFFICES**  
Concerns have been raised about Members access to the Town Council Offices – a discussion paper and report to follow.

**9 COMMUNITIES OFFICER**

To note that the cost of advertising in specialist areas was prohibitive. Therefore a recruitment agency has been engaged. The agency has been given specific instructions and job description. The appropriate candidates are being sought.

**10 OFFICE OPENING TIMES**

To consider recommending to Policy and Resources Committee a change in Office Opening Times to Tuesday, Wednesday and Thursday 10am to 1pm. Closed to the public, Monday and Friday.

**11 EXCLUSION OF THE PRESS AND PUBLIC**

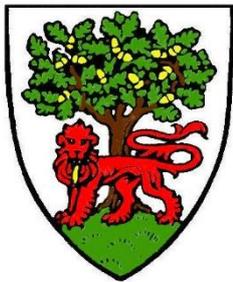
TO PASS A RESOLUTION to exclude members of the public and press from the meeting at item 12, due to consideration of confidential staffing matters.

**PART 2 – CONFIDENTIAL ITEMS**

**12 STAFFING ISSUES**

To consider staffing issues.

The Chairman will close the meeting.



# ANDOVER TOWN COUNCIL

*Constantia Basis Virtutum*

# A

## Minutes Staffing Sub-Committee

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### Time and date

6.30pm – Thursday 11 July 2018

### Place

Town Council Offices, 66C High Street, Andover

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*Attendees:* Cllr L Gates (Chairman from item 1), Cllr K Bird (Vice Chairman from Item 2 – arrived 6.31pm), Cllr L Bird, Cllr R Kidd and Cllr S Hardstaff

*Other Councillors Present:*

Cllr V Pond  
Cllr L Gregori

*Officers Present:*

Wendy Coulter (Town Clerk)  
Tor Warburton (Committee Officer) (taking the minutes)

In the absence of a Chairman, the Town Clerk opened the meeting at 6.30pm.

### SS 01/18 CHAIRMAN OF THE COMMITTEE

Cllr L Bird nominated and Cllr R Kidd seconded, Cllr L Gates to be Chairman of the Staffing Sub-Committee for the municipal year 2018/2019.

No other nominations were received.

**RESOLVED: that Cllr L Gates be the Chairman of the Staffing Sub-Committee for the municipal year 2018/2019.**

### SS 02/18 VICE CHAIRMAN OF THE COMMITTEE

Cllr S Hardstaff nominated and Cllr L Bird seconded, Cllr K Bird to be Vice Chairman of the Staffing Sub-Committee for the municipal year 2018/2019.

No other nominations were received.

**RESOLVED: that Cllr K Bird be the Vice Chairman of the Staffing Sub-Committee for the municipal year 2018/2019**

### SS 03/18 APOLOGIES FOR ABSENCE

There were no apologies for absence.

**SS 04/18 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**SS 05/18 MINUTES**

It was proposed by Cllr R Kidd and seconded by Cllr S Hardstaff that the minutes of the Staffing Sub-Committee meeting held on 2 February 2018 be signed, by the Chairman, as a correct record.

A vote was taken; 3 for, 2 abstentions

**RESOLVED: that the minutes of the Staffing Sub-Committee meeting held on 2 February 2018 be signed, by the Chairman, as a correct record.**

**SS 06/18 PUBLIC PARTICIPATION**

No public were present.

The Chairman advised Members that Cllr V Pond wished to speak on Items 8 and 9 and he would allow her to speak at the agenda items, during the meeting.

**SS 07/18 APPRAISALS**

Member noted the arrangements for the Staff Appraisals during 2018. It was noted that the Deputy Town Clerk would carry out the Appraisals for the Receptionist, Allotment Officers and Committee Officer.

The Town Clerk would carry out the Appraisal for the Deputy Town Clerk.

The Appraisals would take place during July and August and would be reported back to the next Staffing Committee meeting.

Cllr L Bird and Cllr K Bird agreed to carry out the Town Clerks Appraisal; a date to be arranged.

**SS 08/18 OFFICE AIR QUALITY**

The report was received, noted and a discussion had by members which included the following:

- Staff were asked if they would like more green plants in the office to support oxygen supply during the day.
- It was noted by members that the carpets in the office still have dust in them from building work and it was suggested that they could do with a deep clean. Members were advised that this was scheduled and to be decided upon later in the Agenda.
- Members expressed concern about the lack of a window in the Town Clerks office.
- It was agreed that good air conditioning units could be used for heating and cooling and would improve the air quality.
- It was discussed that a professional company should be hired to carry out an air quality survey before any further actions were taken.

Cllr S Hardstaff proposed and Cllr K Bird seconded that the Town Clerk be delegated to get three quotes for an air quality survey, to be carried out on the Andover Town Council Offices, and bring them to the next Policy and Resources Committee.

A vote was taken which was unanimous.

**RESOLVED: that the Town Clerk be delegated to get three quotes for an air quality survey, to be carried out on the Andover Town Council Offices, and bring them to the next Policy and Resources Committee.**

**SS 09/18 OFFICE SNAGGING LIST AND WORKING GROUP**

The Members received and noted the report. A discussion was had which raised the following points:

- More snagging points are being added daily, for example the carpet on the stairs from the street is coming up and a door stop is needed for the front door.

- Landlord still needs to reimburse Andover Town Council for the works carried out installing the fire alarm system and the fire door to the Town Clerks Office.
- Members discussed finding other sources of funding for finishing off works to the Andover Town Councils Office for example are there grants available?
- Councillors were asked to volunteer to complete work they felt they were able to do, if not it was agreed professionals would need to be employed.

It was proposed by Cllr K Bird and seconded by Cllr R Kidd that a further snagging list be produced delegating responsibility for each action to be taken to Policy and Resources Committee. Furthermore, that all future snagging issues be taken to Policy and Resources Committee.

A vote was taken which was unanimous.

**RESOLVED: that a further snagging list be produced delegating responsibility for each action to be taken to Policy and Resources Committee. Furthermore, that all future snagging issues be taken to Policy and Resources Committee.**

**SS 10/18 TEMPERATURE AND WORKING ENVIRONMENT**

The members received the report (attached for record) and agreed that the action taken was entirely appropriate.

It was proposed by Cllr L Gates and seconded by Cllr R Kidd that the extreme temperatures in the offices be noted, that the Committee endorse the actions of the Town Clerk, to allow staff to come in early and leave early to mitigate the highest temperatures. To agree that if the temperature exceeds 30 degrees centigrade staff are to be sent home and to request the Chairman to formerly inform the remaining Town Council Members of the actions taken and informing Members that staff may not be in the office if temperatures reach over 30 degrees centigrade.

A vote was taken that was unanimous.

**RESOLVED: that the extreme temperatures in the offices be noted, that the Committee endorse the actions of the Town Clerk, to allow staff to come in early and leave early to mitigate the highest temperatures. To agree that if the temperature exceeds 30 degrees centigrade staff are to be sent home and to request the Chairman to formerly inform the remaining Town Council Members of the actions taken and informing Members that staff may not be in the office if temperatures reach over 30 degrees centigrade.**

Thanks, was given to the staff for their perseverance in adverse conditions.

**SS 11/18 COMMUNITIES OFFICER**

Members noted that Officers will start to recruit for the agreed 2-year contract role of Communities Officer in August 2018.

**SS 12/18 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Cllr L Gates and seconded by Cllr R Kidd that the Committee pass a resolution to exclude members of the public and press from the meeting at items 11, 12, 13, 14 and 15 due to consideration of confidential staffing matters.

A vote was taken which was unanimous

**RESOLVED: that the Committee pass a resolution to exclude members of the public and press from the meeting at items 11, 12, 13, 14 and 15 due to consideration of confidential staffing matters.**

It was noted that other Councillors present could stay until item 14 to observe but if they chose to stay for that item it would need to be brought back to the next Staffing Agenda.

**PART 2 – CONFIDENTIAL ITEMS**

**SS 13/18 ALLOTMENT ADMINISTRATION**

Members received an update on the allotment administration.

**SS 14/18 OFFICE CLEANING**

Members received an updated report on the office cleaning.

**SS 15/18 STAFF ANNUAL LEAVE DATES**

Members received an updated report of staff annual leave dates.

**SS 16/18 STAFFING ISSUES**

Members considered and discussed current and future staffing levels for the Town Council.

**SS 17/18 ANDOVER TAX ISSUES**

Members received an update on Andover Tax Issues.

The Chairman closed the meeting at 8.52pm

Chairman

Date



# ANDOVER TOWN COUNCIL

# B

## Report

<b>STAFFING APPRAISALS 2018</b>	
<b>Produced for:</b> Staffing Sub-Committee	<b>Date of Report:</b> Thursday 6 September 2018
<p><b>Summary of Key Issues</b></p> <p>To receive a brief outline on how the appraisals have been conducted in 2018.            To consider any issues arising from the appraisals.            To confirm any increment increases to be included in the Budget for 2019/2020.</p>	
<p><b>Background</b></p> <p>During 2017 new appraisal forms were agreed to be introduced during 2018.            During 2018 a number of new staff Members were recruited and therefore this round of appraisals will be their first.</p>	
<p><b>Current Situation</b></p> <p>SMART objectives have been introduced and have been agreed during the appraisals for 2018. These will be worked on for the rest of 2018 into 2019.            For the 2018 appraisals staff were reviewed on the progress they had made in their current/new roles.            It was noted that ALL staff had gone above and beyond what was required of them and had worked really hard to get on top of the work loads, the new officers integrating well and learning very quickly.            It was noted that the new officers would take at least a year to 18 months to learn their jobs completely, hence setting SMART objectives for 2019.</p>	
<p><b>Issues arising from Appraisals</b></p> <p>There were no major issues that arose from the appraisals.            It was noted for the senior staff, time management and achieving priorities was a continuing problem, the workloads still being very high.            One officer asked if she could be considered to train as the required Fire Officer. This was agreed and therefore training will be sought.            Another Officer is a trained First Aider and it was agreed that the officer would therefore become the Town Councils' First Aider and it would be ensured that she attended training to keep her qualification up to date.            The trained First Aider is the Committee Officer.</p>	
<p><b>Pay Increment Increases</b></p> <p>As all the Officers have gone above and beyond what is expected of them, they should all be awarded a Salary Scale Increment for 2019/2020.</p>	

It is common practice to award and acknowledge a First Aider by giving them an additional salary increment. Members may wish to consider this.

It is common practice that if additional qualifications are sought and achieved for the benefit of the organisation, additional salary increments are awarded. As one officer will be training to be a Fire Officer, it is suggested that an additional increment be awarded once the qualification has been achieved.

**Financial Implications**

The Financial implications for salary scale increments are included in the report on Budgets for 2019/2020.

**Legal and Policy Implications**

As per Employment Contracts, salary scale increments are awarded if targets have been achieved. Increments can also be awarded for the achievement of additional qualifications.

The Town Council can also choose to award salary scale increments at its discretion.

Under s. 11 of LG&HA 1989 prevents personal information about individual members of staff being discussed in public.

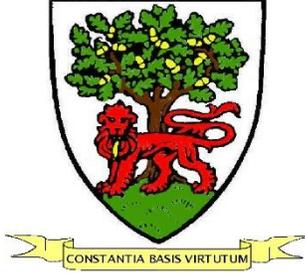
**Recommendations**

To consider the report and discuss any recommendations to put to Policy and Resources Committee or Council as necessary.

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592 Email: [townclerk@andover-tc.co.uk](mailto:townclerk@andover-tc.co.uk) Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors



## Report

<b>DELEGATION OF AUTHORITY</b>	
<b>Produced for:</b> Staffing Sub-Committee	<b>Date of Report:</b> Thursday 6 September 2018
<p><b>Summary of Key Issues</b> To consider recommending to Council, via the Policy and Resources Committee official delegation of authority to the Deputy Town Clerk and Committee Officer for various functions of the Council as outlined in the report.</p>	
<p><b>Background</b> The Town Council is required by s. 112 of the Local Government Act 1972 to appoint such officers as it considers necessary for the proper discharge of its functions. The LGA 1972 and other legislation also entrusts a number of responsibilities and duties to the 'proper officer', in The Town Council's case, this is the Town Clerk. Under s. 101, LGA 1972 the Council can arrange for the discharge of any of its functions by an officer. Under s. 100G (2) and (4) (inserted by LGA 2000) principle councils are obliged to maintain a list of delegations, the Town Council is not a principle council therefore any such publication would be good practice.</p>	
<p><b>Current Situation</b> The Town Council now employs a Deputy Clerk and Committee Officer as well as the Town Clerk. The Town Clerk is the 'Proper Officer', the 'Responsible Financial Officer' and the 'Data Protection Officer'.  The new staffing structure, adopted in 2017 (attached at Annex 1) details that day to day responsibility for the management of the staff and the running of the Assets and Communities Committee and Allotments Committee is assigned to the Deputy Town Clerk. This should be recognised officially by Council now that the Deputy Clerk is in post and dealt with according to legislation above.  The Committee Officer has taken over day to day responsibility for General Data Protection although the Town Clerk remains the Data Protection Officer. The Committee Officer, during 2018/2019 will be working towards running the Planning Committee. Once she reaches sufficient competency for this, it ought to be recognised by full Council. Progress on this will be brought back to a future meeting of the Staffing Sub-Committee.</p>	

**Financial Implications**

There are no financial implications associated with this report.

**Legal and Policy Implications**

The legal and policy implications are covered within the report.

**Recommendations**

To recommend to Policy and Resources and subsequently full Council that delegation be officially given to the Deputy Town Clerk for the day to day management of the staff.

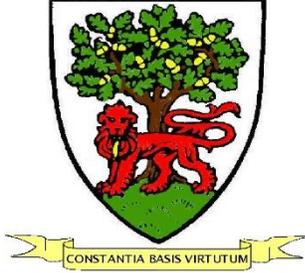
To recommend to Policy and Resources and subsequently full Council that delegation be officially given to the Deputy Town Clerk for the running of the Assets and Communities Committee.

To recommend to Policy and Resources and subsequently full Council that delegation be officially given to the Deputy Town Clerk for the running of the Allotments Committee.

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

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<b>BUDGET 2019/2020</b>	
<b>Produced for:</b> Staffing Sub-Committee	<b>Date of Report:</b> Friday 7 September 2018
<p><b>Summary of Key Issues</b></p> <p>To recommend to Policy and Resources Committee that the Staffing Structure agreed in 2018 be implemented in 2019/2020.</p> <p>To recommend to Policy and Resources Committee a Budget for Payroll for 2019/2020.</p>	
<p><b>Background</b></p> <p>In 2018 a Staffing Structure was agreed to be rolled out during 2019/2020 – attached at <b>Annex 1</b>. Due to increased work levels due to GDPR and its implications it was agreed during 2018 to appoint the Deputy Clerk and take on a full time Committee/GDPR Officer. To enable that to happen Full Council approved the release of an additional £25,000 from Reserves to cover the costs for the remainder of 2018/2019.</p>	
<p><b>Current Situation</b></p> <p>Attached at <b>Annex 2</b> is a Draft Budget with a number of Options for the Payroll Budget for 2019/2020. Dependent upon Members recommendations following the appraisals for this year, the options listed are for payroll costs:</p> <ol style="list-style-type: none"> <li>1. without increment increases</li> <li>2. with increment increases</li> <li>3. with the staffing structure fully implemented but without increment increases</li> <li>4. with the staffing structure fully implemented with increment increases apart from new members of staff who would not qualify for the increases</li> </ol>	
<p><b>Financial Implications</b></p> <p>The Financial implications are included in the report on Budgets for 2019/2020 attached at <b>Annex 2</b>.</p>	
<p><b>Legal and Policy Implications</b></p> <p>As per Employment Contracts, salary scale increments are awarded if targets have been achieved. Increments can also be awarded for the achievement of additional qualifications.</p> <p>The Town Council can also choose to award salary scale increments at its discretion.</p> <p>Under s. 11 of LG&amp;HA 1989 prevents personal information about individual members of staff being discussed in public.</p>	

**Recommendations**

To consider the report and accompanying papers and make recommendations to the Policy and Resources Committee:

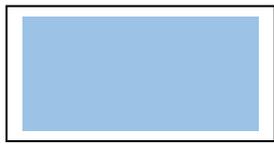
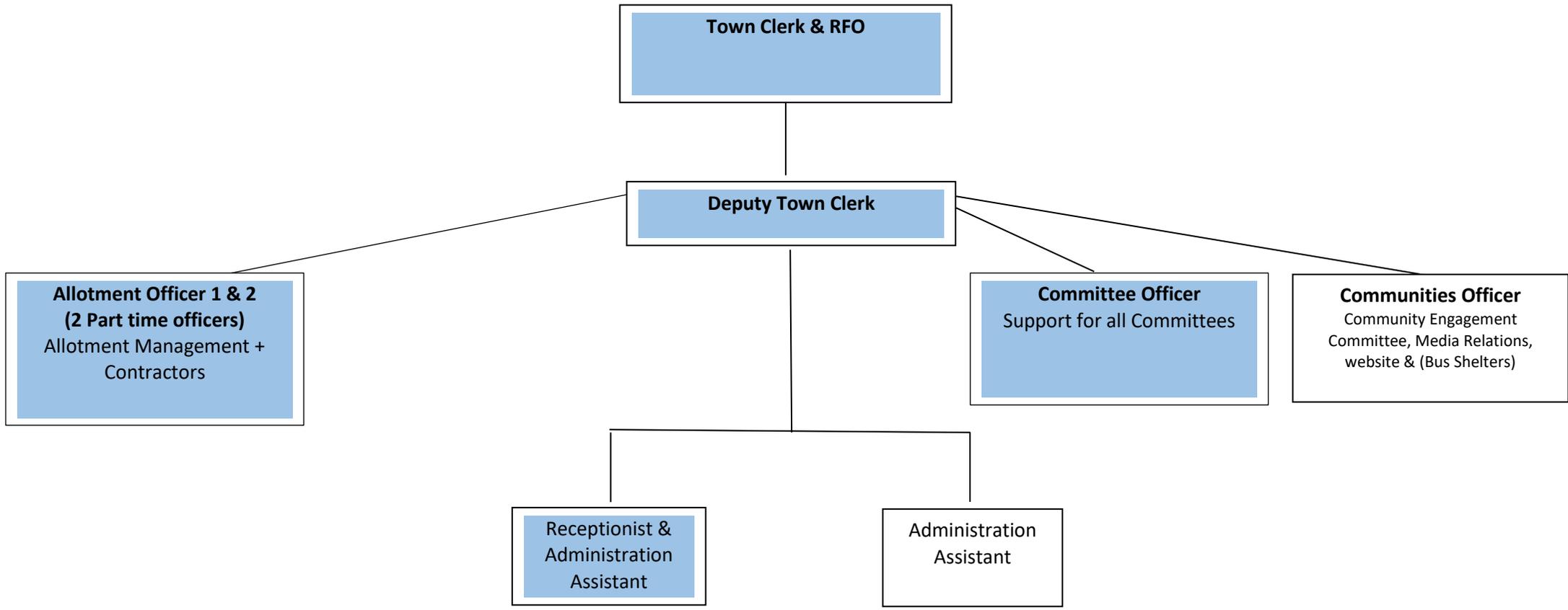
1. To implement the staffing structure for 2019/2020 from 1 April 2019.
2. A draft Payroll Budget for 2019/2020.

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

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**ORGANISATION CHART 2019/2020**



Indicates Staffing Positions already agreed/in place

**DRAFT PAYROLL AND STAFFING BUDGET 2019/2020**

	Previous Year's Net 2017/2018	2018/2019 BUDGET	Actual Net 2018/2019	Balance 2018/2019	PROPOSED BUDGET WITHOUT INCREMENTS 2019/2020	PROPOSED BUDGET WITH INCREMENTS 2019/2020	PROPOSED BUDGET WITH ADMIN NO INCREMENTS 2019/2020	PROPOSED BUDGET WITH ADMIN & INCREMENTS 2019/2020
4200 Administration Rechargeable Payroll								
4200/1 Payroll	£88,072.06	£110,000.00	£31,974.95	£78,025.05	£148,000.00	£151,000.00	£169,000.00	£173,000.00
4200/3 Staff Training	£582.00	£1,000.00	£93.75	£906.25	£1,500.00	£1,500.00	£1,500.00	£1,500.00
4200/4 Staff Travel	£121.50	£200.00	£0.00	£200.00	£200.00	£200.00	£200.00	£200.00
4200 TOTAL	£88,775.56	£111,200.00	£32,068.70	£79,131.30	£149,700.00	£152,700.00	£170,700.00	£174,700.00

**N.B. £25,000 SET ASIDE IN EARMARKED RESERVES FOR PROVISION OF FULL TIME COMMITTEE OFFICER & PART-TIME DEPUTY TOWN CLERK IN 2018/2019 - THEREFORE TRUE BUDGET FOR 2018/2019 IS £135,000.**