



ANDOVER TOWN COUNCIL

A

Minutes of Staffing Sub-Committee Meeting 9 February 2017

Members present: Cllr R Hughes (Chairman), Cllr L Gregori (Vice-Chairman) Cllr S Hardstaff, Cllr G McBride and Cllr M Mumford (arrived at 6.57pm).

Officers Present: W Coulter (Taking the Minutes)

SSC16/16 APOLOGIES FOR ABSENCE

There were no apologies for absence.

SSC17/16 DECLARATIONS OF INTEREST

There were no declarations of interest.

SSC18/16 MINUTES

The Minutes of the Staffing Sub-Committee held on 2 August 2016 were approved and signed by the Chairman as a correct record.

Proposed by Cllr McBride, seconded by Cllr s Hardstaff. Unanimously agreed.

RESOLVED: That the minutes of the Staffing Sub-Committee held on 2 August 2016 be approved and signed by the Chairman as a correct record.

SSC19/16 LONE WORKING

Members noted a report on Lone Working It was agreed that it was an operational issue and the Office Staff were responsible for managing their lone working. It was agreed it would be left to the Town Clerk to manage any lone working.

SSC20/16 EMPLOYMENT OF PERMANENT MEMBER OF STAFF – COMMITTEE OFFICER

Members noted that as of 1st February 2017, the temporary to permanent employee had been taken on as a permanent member of the Town Council stall. Initially posts hours would be 16 per week.

SSC21/16 STAFF APPRAISALS

Members noted that appraisals had taken place for the Allotments Officer and Committee Officer (on permanent employment confirmation).

Members suggested that the appraisals should take place later in the year and should be completed every six months.

Members considered the Town Clerk's Appraisal noting that one had not been completed since February 2015.

The Town Clerk's appraisal will be considered further at the next meeting of the Staffing Sub-Committee.

SSC22/16 STAFF REMUNERATION FOR 2017/2018

Members considered a report on Staff Remuneration for 2017/2018. It was noted that the Pension Provision from the Town Council rises to 3% from 1 April 2017.

Members agreed to recommend to Policy and Resources the pay rises for the Allotment Officer and Committee Officer. It was further noted that the Town Clerk was at the top of the paygrade and would receive a 1% pay rise in line with the NJC guidance. The pay rises would take effect from 1 April 2017.

Proposed by Cllr L Gregori and seconded by Cllr G McBride, agreed unanimously.

RESOLVED: That it be recommended to the Policy and Resources Committee that the Allotment Officer and Committee Officer receive a pay rise to £9.77 per hr from 1st April 2017.

That it be recommended to the Policy and Resources Committee that the Town Clerk receive a 1% pay rise from 1 April 2017 in line with NJC recommendations.

SSC23/16 STAFF REMUNERATION GRADING – IN LINE WITH NJC

Members considered a report on re-grading staff salaries in line with the NJC model. Members noted that this was a recommendation from the Internal Auditor to enable easier management of staff and to enable future budgeting for staffing.

Members suggested that the Grades should be tied to Job Descriptions. However, it was noted that the Town Council's staff are required to carry out very varied roles and keeping to specific job descriptions would be difficult.

It was suggested that the Grading could be 'based' on NJC Guidelines. The Town Clerk reminded Members that consultation with staff would need to take place as it would mean a change to their contracts. It was agreed that the new grading system would be rolled out from April 2018.

Members noted that the Town Clerk was at the top of the Pay Grade agreed when employment started in 2010.

It was agreed that the Town Clerk's role required Benchmarking. Councillors L Gregori and S Hardstaff agreed to carry out the Benchmarking.

It was proposed by Cllr S Hardstaff and seconded by Cllr L Gregori, agreed unanimously.

RESOLVED: That Staff Remuneration be 'based' on the NJC Model from April 2018

Grading would be considered according to Job Descriptions.

Consultation with employees would begin, reporting progress back to the Staffing Sub-Committee.

Councillors L Gregori and S Hardstaff would carry out a Benchmarking Process for the Town Clerk's role to feedback to the next meeting of the Staffing Sub-Committee.

SSC24/16 STAFF TRAINING

Members noted a report suggesting that the Town Clerk and the Committee Officer enroll for the (Certificate in Local Council Administration) CiLCA. Members also noted that it was recommended that the Town Council should fund the Membership for both staff on the Society of Local Council Clerks and fees for the CiLCA.

It was proposed by Cllr L Gregori and seconded by Cllr S Hardstaff and agreed unanimously.

RESOLVED: That it be recommended to the Policy and Resources Committee that the Town Clerk and Committee Officer enroll for the CiLCA and join the Society of Local Council Clerks.

To recommend to the Policy and Resources Committee that the Town Council fund the enrollment fees and joining fees for the SLCC.

SSC25/16 PROVISION OF SERVICES AND STAFFING STRUCTURE

Members noted a report on suggested provision of services and a staffing structure.

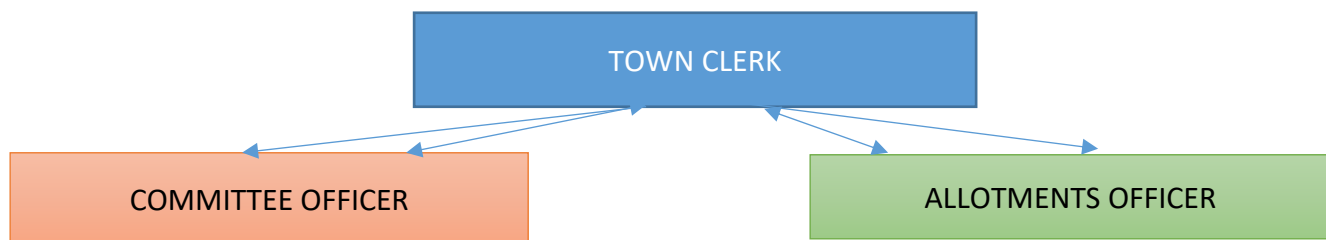
Members noted the following provision of services:

Allotments Officer – continuation of provision of all Allotment Services and administration

Committee Officer – Assets & Amenities Committee, Community Engagement Committee, Planning Committee, Allotments Committee (temporary), Inputting invoices onto Finance System, Events support (A-Fest and Proms in the Park), Christmas Lights, typing up all minutes including P&R and Council, Members Services, Youth Council administration, Website Enquiries.

Members noted that to provide these services the Committee Officers hours would need to be increased from 16 hrs per week to 25 hrs per week, maximum. Detailed timesheets will be kept to monitor time spent on all areas of work.

Members noted the following Staffing Structure:



It was noted that the overall cost to employ the Committee Officer for 25 hrs per week would be £14,455.02. Members further noted that consultation would need to take place with Staff as contracts would need to change to accommodate the provision of the services.

It was proposed by Cllr S Hardstaff and seconded by Cllr M Mumford that the proposals be recommended to Policy and Resources Committee for approval. Unanimously agreed.

RESOLVED: That it be recommended to Policy and Resources that the provision of Council Services be allocated as follows:

Allotments Officer – continuation of provision of all Allotment Services and administration

Committee Officer – Assets & Amenities Committee, Community Engagement Committee, Planning Committee, Allotments Committee (temporary), Inputting invoices onto Finance System, Events support (A-Fest and Proms in the Park), Christmas Lights, typing up all minutes including P&R and Council, Members Services, Youth Council administration, Website Enquiries.

That it be recommended to Policy and Resources that the Committee Officers hours be increased from 16 hrs per week to 25 hrs per week at a cost of £14,455.02.

SSC26/16 PROVISION OF ADDITIONAL STAFF COVER

Members received a report on the recommendation to take on temporary additional staff cover. Members noted that a Part Time Administration/Reception Support worker was needed. The suggestion was to trial the position to see if a part time administration/receptionist would alleviate the volume of work.

Members considered the recommendations and agreed that it should be recommended to the Policy and Resources Committee that a part time temporary administration/receptionist should be recruited, up to a value of £4,000. Proposed by Cllr L Gregori and seconded by Cllr M Mumford. Unanimously agreed.

RESOLVED: That it be recommended to Policy and Resources Committee that the Town Council recruit a part time administration/receptionist for a temporary period of six months up to a value of £4,000.

SSC27/16 HUMAN RESOURCES PRACTICES

Members received a report on the Town Council's Human Resources Practices.

Members noted that the Town Council's pay policy required updating.

Members were concerned about when the Town Council staff were paid, but noted that any changes could not in any way disadvantage the Town Council's staff.

It was agreed that the Town Clerk would seek advice as to whether the Town Council could change when staff are paid.

It was noted that temporary staff were paid by the recruitment agency and were not on the Town Council's payroll.

SSC28/16 ITEMS FOR CONSIDERATION AT THE NEXT MEETING

It was agreed that the following items would be included on the next agenda:

Pensions and pension rates

Benchmarking Exercise for Town Clerk's role

HR Policies

Group Meetings/Staffing Operations

Programme in 4 Staffing Meetings per year.

SSC29/16 DATE OF NEXT MEETING

It was noted that the next scheduled meeting date was 21 September 2017, however Members requested a meeting prior to that date to follow up items included in the latest meeting.

The Chairman closed the meeting at 7.55pm.
