

PORTLAND TOWN COUNCIL

Council Offices
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4th April 2017

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **STAFFING COMMITTEE**, to be held in the **COUNCIL OFFICES, EASTON STREET** on **TUESDAY, 11TH APRIL 2017** commencing at **7.00 pm**, when the business set out below will be transacted.

It is the Council's intention that all meetings of the Council and its Committees be recorded aurally.

Yours faithfully

Ian Looker
Town Clerk

Members: Cllrs. Ms J. Atwell, J. Draper, C. Gover, D. Thurston and R. Wild

AGENDA

1. **Election of Chairman** – to elect a Chairman of the Committee for the remainder of the municipal year, 2016/17
2. **Chairman’s Welcome**
3. **Apologies for Absence** – to receive
4. **Declarations of Interest** – to receive any declarations from Councillors or Officers of pecuniary or non-pecuniary interests regarding matters to be considered at this meeting, together with a statement on the nature of those interests
5. **Minutes of the Human Resources & IT Committee, 29th September 2015** – to agree and sign
6. **Matters Arising from the Minutes** – to consider
7. **Public Participation** – to allow comment from the public on any item on the agenda
8. **Terms of Reference** – to consider terms of reference for the Committee, together with meeting dates for 2017/18 (see attached)
9. **Exclusion of Press & Public** (discretionary)
“That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Items 10 ff by reason of the confidential nature of the business to be transacted.”
10. **Staffing Matters** – to consider the staffing report by John Parker and the subsequent recommendations of the Town Council in respect of Agenda Item 24 at its meeting on 15th March 2017 (see confidential attachments)
11. **Staff Pension** – to consider the pension arrangements of a member of staff and subsequent proposals (see confidential attachment)

12. **Staff Leave** – to receive a report from the Clerk (see confidential attachment)
13. **CiLCA Training** – to consider the pertinent recommendations of the staffing review (see attached)
14. **Office Management** – to consider a verbal report by the Clerk
15. **Date of Next Meeting** – to agree

PORTLAND TOWN COUNCIL

HUMAN RESOURCES & IT COMMITTEE MINUTES OF THE MEETING HELD ON TUESDAY, 29TH SEPTEMBER 2015 AT OSPREY LEISURE CENTRE, CASTLETOWN AT 2.00 PM

PRESENT: Councillors G. Chadwick (Chairman), Mrs S. Cocking and C. Flack

IN ATTENDANCE: Ian Looker (Town Clerk)

49 – APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. Mrs S. West and R. Wild.

50 – DECLARATIONS OF INTEREST

Cllr. Chadwick declared an acquaintance with three of the applicants under Agenda Item 11 – Appointment of Assistant Town Clerk. The Clerk declared an interest as a contributor to the Dorset County Council superannuation scheme under Minute 47.

51 – PUBLIC PARTICIPATION

There was none, no member of the public being present.

52 – MINUTES OF LAST MEETING HELD ON 7TH JULY 2015

The minutes were formally approved and signed as a correct record. (For: 3 votes, Against: 0 votes, Abstentions: 0 Votes)

53 – MINUTE UPDATE AND MATTERS ARISING

There were no comments.

54 – HEALTH AND SAFETY MATTERS

a) Competent Person

The Clerk will follow up with Lee Payne at the County about the service they can offer.

b) Fire and Other Emergencies

Cllr. Flack reported that a training course had specified meetings should begin with the chairman providing safety information. It was agreed Cllr. Flack would draft a procedural note.

55 – STAFF HANDBOOK

Members considered some issues raised by the consultant as follows:-

a) 2.3 – Salary Settlement

para 2: “20th” of the month agreed

para 3: “Responsible Financial Officer” agreed

At this point it was proposed by Cllr. Chadwick and **RESOLVED** – that pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the remainder of the meeting by reason of the confidential nature of the business to be transacted. (3-0-0)

It was proposed by Cllr. Chadwick that the Finance Working Group investigate the cost of payroll software, outsourcing payroll administration and retaining the existing situation with a view to recommendations being brought to full Council.

b) 3.2 – Flexible Working: Eligibility

The need for a Flexible Working Policy was agreed.

It was proposed by Cllr. Chadwick and **RECOMMENDED** – that a Policies Working Group be appointed to produce a set of policies or the work be outsourced to a consultant. (3-0-0)

c) 4.3 – Annual Leave

Agreed that the Clerk would check the accuracy of the entitlement.

d) 4.3.1 – Bank / Public Holidays

Agreed to note leave between Christmas and New Year is taken from annual leave entitlement.

e) 5.2 – Absence Management Policy: Responsibilities

Agreed need for Clerk to check Absence Management Policy and Procedures.

f) 5.0 – Final Sickness Review Meeting

Agreed need for disciplinary procedures statement.

g) 6.2 – Conditions of Employment

para 1: “37 hours” agreed

para 4: “monthly” agreed

Clerk asked to draft statement of current working and provide copy of contracts for Group members to see. Need for monthly timesheet acknowledged, giving details of times worked.

h) 6.11.1 – Performance and Development Review

Page 62(?) to be confirmed.

It was also suggested that the Town Council draw up its own emergency plan.

56 – RECORDING MEETINGS

RECOMMENDED – that copies of recordings of the Council’s meetings be available to members of the public subject to a written request. (3-0-0)

RECOMMENDED – that the Council buy a second voice recorder. (3-0-0)

Cllr. Chadwick will provide the Clerk will all recordings not yet sent. He will also set up a new account to the Cloud with password, available to all members and officers of the Council.

57 – IT PROVISION

RECOMMENDED – that the Council buy a new lap-top for the Clerk with a price limit of £500. (3-0-0)

The Council’s possible use of Windows 10 was discussed. The Clerk was asked to consult with the Council’s IT support about its provision and arrange for Kaspersky Anti-Virus to be installed on the Assistant Clerk’s computer.

58 – APPOINTMENT OF ASSISTANT CLERK

Members compiled a shortlist of candidates for interview.

59 – DATE OF NEXT MEETING

The date remains to be decided.

The meeting ended at 4.45 pm.

Signed..... Dated.....
(Chair)

TERMS OF REFERENCE

The staffing committee recommend that the council adopt the following proposals:

That under Standing Order 4 e ix determine that the public may not participate at meetings of the committee on the grounds that the majority of the items for discussion will be confidential and there will be an opportunity at full council to raise any issues as the report of the staffing committee will be an agenda item.

That the council adopt the following terms of reference for the Staffing committee and delegate power accordingly.

1. To establish and keep under review the staffing structure in consultation with the Finance Committee.
2. To draft, implement, review, monitor and revise policies for staff.
3. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
4. To oversee the recruitment and appointment of staff.
5. To arrange execution of new employment contracts and changes to contracts.
6. To establish and review performance management (including annual appraisals) and staff programmes for staff.
7. To oversee any process leading to dismissal of staff (including staff redundancy.)
8. To keep under review staff working conditions, and health and safety matters.
9. To monitor and address regular or sustained staff absence.
10. To make recommendations on staffing related expenditure to the Finance Committee.
11. To consider any appeal against a decision in respect of pay.
12. To consider a grievance or disciplinary matter (and any appeal).
13. To supervise and performance manage the Clerk's work, to administer his leave requests, record and monitor his absence, and handle grievance and disciplinary matters and pay disputes.
14. That the staffing committee meets 4 times per year in July, October, January and April. Additional meetings as necessary.

That the council adopt the following changes to standing orders

Section 16 HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11 above.
- b Subject to the Council's policy regarding absences from work, the Clerk shall notify the *Chairman of the Staffing Committee* or, if he is not available, the *Chairman* of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The Chairman of *the Staffing Committee* or in his absence, the Deputy Chairman shall upon a resolution conduct a review of the performance and

annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing to the *staffing committee* are subject to approval by resolution of the *Staffing Committee*

- d Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the Chairman of the *Staffing committee* or in his absence, the Deputy Chairman of *the Staffing committee* in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of *the Staffing committee*.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairman of *the Staffing committee* or Deputy Chairman of *the Staffing committee*, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 20(f) and (g) above if so justified.
- i Access and means of access by keys and / or computer passwords to records of employment referred to in standing orders 20(f) and (g) above shall be provided only to the Clerk and the Chairman of the *Staffing committee*.

That the staffing committee meets 4 times per year in July, October, January and April

Jim Draper (Cllr)
[Edited]

FILEY TOWN COUNCIL

TERMS OF REFERENCE (Reviewed 28.5.15)

STAFFING COMMITTEE

Membership – 6 Members

(To be elected annually at the Annual Meeting of the Town Council each year)

- The Chairman **or** Vice-Chairman of the Council shall be ex-officio, a voting member of every Committee
- The Staffing Committee to consist of 6 members, Chairman **or** Vice-Chairman of the Council, plus five Town Councillors (both genders should be represented)
- The Chairman and Vice-Chairman are to be elected annually by the Staffing Committee at the first meeting after the Annual Council meeting of Filey Town Council and shall hold office until the next Annual Council meeting as per Standing Order No 4d.

Aims

To develop strategy and policy in all matters relating to Human Resources

Objectives

To provide effective and professional staff management of all matters related to the employees of the council.

Meetings

The Clerk will call Staffing Committee meetings as and when necessary. Members will be summoned to attend meetings which will be held in the Council Offices and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

Documentation

Minutes of all meetings will be recorded by the Clerk and circulated at full council meetings of Filey Town Council. All resolutions and recommendations to full council shall be recorded in the minutes of the meetings.

Accountability

The Staffing Committee has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Staffing Committee's terms of reference shall be made to the full council.

Scope

- The Staffing Committee to have delegated power for the recruitment and selection of all staff, with the exception of the post of Town Clerk/RFO
- The Staffing Committee to have delegated power to recruit and short list applicants for the post of Town Clerk/RFO. The successful short listed applicants to be interviewed by the Staffing Committee. Short listed applicants will then be required to give a presentation to the full council on a topic relevant to current issues. A recommendation from the Staffing Committee will be submitted to full council to ratify the appointment of Town Clerk/RFO
- The Staffing Committee to have delegated power to consider and implement any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC)

- The Staffing Committee to have delegated power to elect a Disciplinary and Grievance Hearing Panel made up as follows:
 - Three panel members of mixed gender wherever possible (from within the Staffing Committee) with
 - Two members acting as substitute panel members (from within the Staffing Committee) if necessary
 - All members serving on the Disciplinary and Grievance Hearing Panel should have undertaken the appropriate training
 - The Disciplinary and Grievance Hearing Panel to be given delegated power to make a decision on Disciplinary and Grievance matters on behalf of the Town Council reporting the Panel's decision to the Staffing Committee for information.

- Only the Full Council can elect an Appeal Hearing Panel as follows:
 - Three panel members of mixed gender wherever possible (who are not members of the Staffing Committee) with
 - Two additional members acting as substitute members if necessary (who are not members of the Staffing Committee)
 - All members serving on the Appeal Hearing Panel should have undertaken the appropriate training
 - The Appeal Hearing Panel to be given delegated power to make a final decision on appeal matters on behalf of the Town Council reporting the Panel's final decision to the Staffing Committee for information.

- The Staffing Committee to be responsible for the preparation and submission of budget proposals in respect of salaries and training for all staff to the Finance & General Purposes Committee (not later than 30 November each year) as laid down in Financial Regulation 2.1

- The Town Clerk to have delegated power to carry out annual staff appraisals and to review Personal Development Training Plans (in October each year) and the Chairman of the Staffing Committee to carry out the Town Clerk's staff appraisal reporting back to the Staffing Committee.

- The Staffing Committee to have delegated power to approve requests within the training budget for training requirements identified from individual Personal Development Training Plans and its 'Statement of Intent' for training.

- The Staffing Committee to have delegated power to consider and implement pay awards, increments and payroll management.

- The Staffing Committee to have delegated power to review staff pension arrangements.

- The Staffing Committee to have delegated power to review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts), and to approve all contracts of employment.

- The Staffing Committee to have delegated power to review the Staff Handbook and Councillors Handbook.

- The Staffing Committee to have delegated power through the Chairman to issue press statements regarding staffing matters on behalf of the full council.

- The Staffing Committee to have delegated power to manage long term sickness and incidents at work in line with the council's current Sickness Absence Policy.

- The Staffing Committee to take responsibility that confidentiality is maintained over all staffing matters under the Data Protection Act 1998 and the Model Code of Conduct as signed by all members of the Town Council.
- The Staffing Committee to have delegated power to review and implement all employment policies in consultation with members of staff.
- The Town Clerk, as the Councils Senior Officer to have delegated power to manage attendance, short term sickness absence, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, carer's leave, compassionate leave, flexible leave requirements, and staff inductions in line with current agreed council policies.
- The Town Clerk to have delegated power after consultation with the Staffing Committee to progress any staffing matters with Scarborough Borough Council's Human Resources and Performance Team.

Review

The Staffing Committee's Terms of Reference are to be reviewed annually at the first meeting after the Annual Council meeting.

CiLCA TRAINING

The staffing review made the following recommendations regarding CiLCA:-

Training	CiLCA training for Town Clerk and Assistant Town Clerk.
Working hours	<p>Town Clerk: Increase hours to 22 plus an additional 4 for up to 6 months; establish a training contract for completion of CiLCA;</p> <p>Assistant Town Clerk: Consider application for CiLCA after Town Clerk has completed.</p>
Salary scales	Town Clerk: Re-grade to LC2 Midpoint scp 30 – 34 upon completion of CiLCA, with immediate point 29.

At its meeting on 17th June 2015 the Council made the following decisions:-

2884 – STAFFING REVIEW

It was proposed by Cllr. Chadwick and **RESOLVED** - that the staffing review recommendations in respect of working hours (ref. 25) and salary scales (ref. 26) be accepted and implemented as soon as practically possible.

It was further proposed by Cllr. Reynolds and **RESOLVED** – that the staffing review recommendation in respect of CiLCA training for the Clerk (ref. 21) be accepted in principle, that the Clerk investigate and report back to the Human Resources / IT Committee.