

ARLESEY TOWN COUNCIL

Minutes of a meeting of the **PERSONNEL COMMITTEE**, Arlesey Town Council held in the Resource Centre, Arlesey on **Wednesday 9 December 2015**.

PRESENT:

Cllrs: C Gravett (Chairman)
Mrs S Sarll
C Livermore

Minutes: Ms S. Foulkes (Town Clerk)

Cllrs in Attendance: None

Public In attendance: None.

7 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Mr R McGregor, Mrs H Frost and Mr M Holloway.

8 DECLARATIONS OF INTERESTS

- a) Disclosable Pecuniary Interests – None.
- b) Personal Interest – None.

10 PUBLIC PARTICIPATION

No members of public were present at the meeting.

11 MINUTES OF THE PREVIOUS MEETING (6TH OCTOBER)

Prior to the meeting Members received a copy of the minutes of the Personnel Committee meeting held on the 6 October 2015.

RESOLVED

that the minutes of the meeting held on the 6 October 2015 be approved as a true record of the meeting and be signed by the Chairman.

12 EXEMPT ITEMS

To resolve to exclude the public and press from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business.

RESOLVED

that members of the public and press be excluded from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business.

All documents considered by the Personnel Committee hereafter were deemed to be confidential.

13 **CONFIDENTIALITY**

The Chair reminded all members and staff present at the meeting that the business to be conducted hereon was of a confidential nature and should not be disclosed outside of the meeting. Any person being found to be in breach of these controls will be dealt with according to the appropriate methods open to the Council.

14. **CONSIDERATION OF INDIVIDUAL EMPLOYMENT CONTRACTS**

Members were asked to consider the Terms & Conditions of specific members of staff for the remainder of 2015/16 and with effect from 1st April 2016.

Two employees Terms & Conditions were discussed.

The committee acknowledged the need to formalise a Temporary Contract and agree hours to be worked with effect from 1st January 2016. Discussion took place.

RESOLVED

that subject to the approval of the Council on 15th December the Town Clerk would write to the member of staff to confirm the hours effective up until 31st December 2015, and from 1st January 2016 to 31st March 2016 on an extended Fixed Term contact basis.

A review of performance will be held in March 2016, which would form the basis of any offer to extend the contract thereafter. The basis of such a contract were agreed by the committee and for recommendation to Council.

The committee acknowledged a request submitted by a member of staff to reduce their hours from full-time to part-time. Discussion took place.

RESOLVED

that subject to the approval of the Council on 15th December the Town Clerk would write to the member of staff to confirm a temporary offer to reduce the staff member's working hours with effect from 1st January 2016 to 31st March 2016.

A review of the impact on the Council and the staff member would be undertaken in March 2016, which would form the basis of any offer to extend the reduction in hours thereafter. An offer to extend the reduced hours arrangement would be subject to Council approval.

The committee acknowledged the need to carry out a full review of Council Staff Structure, hours worked and pay and this would be considered by the next committee meeting.

The committee also acknowledged the need to define the responsibilities of the Council's Groundsmen. The Town Clerk suggested that this be done through the production of an 'Annual Maintenance Schedule' which would cover all property and land under the Council's ownership and would document appropriate maintenance tasks, their frequency and timing during the year, and whether the Groundsman, a Contractor, or Member had been assigned that responsibility. The Clerk suggested the 'Maintenance Schedule' be considered by the next Public Lands and Highways Committee in the first instance.

15. **SALARIES, SUPERANNUATION, EMPLOYER NATIONAL INSURANCE CONTRIBUTIONS**

- (a) Review of current 2015/16 budgets and forecast to 31st March 2016

Prior to the meeting committee members received a copy of the Draft Salaries budget for 2016/17 which provided details of the current year forecast on the Salaries, Superannuation and Employer NIC budgets for the period up to 31st March 2016.

The Clerk referred to the working papers provided and advised members of the basis of the forecast calculations. Discussion referred back to the previous agenda item in which the members had agreed the Clerk's recommendations.

RESOLVED

that the Salaries, Superannuation and Employer NIC forecast for period ending 31st March 2016 be recommended for approval by the Town Council on 15th December 2015.

- (b) Consideration of draft budget for 2016/17

Prior to the meeting committee members received a copy of the Draft Salaries budget for 2016/17 together with working papers which provided the detail for each area of expenditure.

The committee acknowledged that:

- Employer NIC rebates in relation to the Council's 'Contracted-out Pension' ends on 1st April 2016, and this will increase the Council's Employer NIC liability. The Town Clerk had in-built this to the draft NIC budget for 2016/17.
- The 'National Living Wage' would also come into effect from 1st April 2016, and this will impact on the rates of pay of individual members of staff. The Town Clerk had in-built this to the draft Salaries budget for 2016/17.
- NJC Cost of Living Award may be introduced with effect from 1st January 2017. The Town Clerk had in-built a 1% increase to the draft Salaries budget for 2016/17.
- Incremental awards may be made by the Council subject to positive performance reviews. The Town Clerk in-built suggested spinal point increases to the draft Salaries budget for 2016/17, however stated that this did not necessitate incremental awards being made
- Employer's contributions to the Local Government Pension Scheme, for enrolled staff, would increase from the current rate of 20.3% to 20.8% in 2016/17.

Discussion took place on the use of a specific 'Job Title' and the Clerk was asked to investigate this matter further and report back to the next committee meeting.

Discussions on the draft 2016/17 budget and precept were then concluded.

RESOLVED

that the committee recommends the approval of the draft 2016/17:

- **Salaries budget of £100,407**
- **Superannuation budget of £18,031**
- **Employers NIC budget of £5,801**

16. Town Clerk Induction - Review/feedback and Key Objectives

Cllr Gravett invited discussion from members on a suitable method of providing and seeking feedback to and from the Town Clerk, on her performance and findings since her new appointment. It was suggested that this opportunity could also be used to agree key objectives for the coming months. Discussion followed and it was suggested that a regular programme of reviews with the Clerk be instigated by the committee.

RESOLVED

that the committee would recommend to Council that 2 members of the Personnel Committee hold an informal review with the Clerk no later than 22nd December 2015 to provide her with feedback on her performance to-date and seek her feedback as to her findings since her appointment, and to agree key objectives for the coming months.

17. Update on ongoing Personnel Issues

An update was provided to members at the meeting, details of which are fully protected due to the nature of the discussion.

The meeting closed at 10.35pm

CHAIRMAN

Date