

Hamble-le- Rice Parish Council

PERSONNEL COMMITTEE



TUESDAY 22ND MAY 2018 at 9.00 - 10.00AM

Roy Underdown Pavilion, Baron Road, Hamble-le-Rice

Section 1. Welcome

- 1a Apologies for absence
- 1b Declaration of interest and approved dispensations
- 1c To approve minutes

Section 2 Public Session

Section 3

- 3a Restructure and job evaluation
- 3b Monitoring information
- 3c Update on staff appraisals
- 3d DSE reports and equipment

Exempt Business - To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

The Schedule 12A categories have been amended and are now subject to the public interest test, in accordance with the Freedom of Information Act 2000. This came into effect on 1st March 2006.

It is considered that the following items are exempt from disclosure and that the public interest in not disclosing the information outweighs the public interest in disclosing the information.

Signed
Date


16.05.18

Memorial Hall, High Street, Hamble-le-Rice, Southampton SO31 4JE
02380453422

PERSONNEL COMMITTEETHURSDAY 8TH FEBRUARY 2018 (9AM – 11.00 AM)PRESENT:

Councillor Underdown (Chairman); Councillors Cohen, and Beach

RESOLVED ITEMS01. MINUTES

The minutes from the last meeting were signed off at Council.

02. PUBLIC PARTICIPATION

There were no members of the public present.

03. DECLARATIONS OF INTEREST

None

04. PAY AND REWARD POLICY**RECOMMEND TO COUNCIL**

- (1) That annual pay is on a Pay Point rather than a Salary Grade**
- (2) Agree that staff are rewarded for performance linked to the appraisal process**
- (3) Where staff are at the top of the pay grade to consider the use of a single performance payment to reward achievement**
- (4) Clerk to produce a list of priorities for 2018/9 to enable appraisal to take place.**

05. APPOINTMENT OF ADMIN ASSISTANT AND SALARY GRADE**RECOMMEND TO COUNCIL**

- (1) To appoint an Admin Assistant on the Job Description provided on flexible terms and on the NALC pay scale LC1 (18-22).**
- (2) Recruitment to include Cllr Underdown as the Chair of the Personnel Committee, the Assistant Clerk and the Clerk.**

06. EXEMPT BUSINESS**COMMITTEE RESOLVED TO MOVE TO EXEMPT BUSINESS 10.15AM**

22nd May 2018

Personnel Committee

Agenda item: Restructure and job evaluation

To agree a process for concluding the job evaluation process including the appointment of a consultant up to the value of £2,000 to be agreed between the Chair of the Personnel Committee and the Clerk.

Background

The Council has over the last 6 months agreed a new structure and roles for staff within the Council. The purpose of the restructure was to create distinct roles and functions that would improve accountability and performance.

New job descriptions and role profiles have been approved by Council and staff. A new Admin Assistant has also been appointed to add capacity to the team.

The Clerks role was job evaluated by the Personnel Committee in February following the NALC guidance which looks at the size and type of Council as a means of setting a pay scale and rate. This approach is used because it is assumed that there are standard core activities that all Clerks have to do. The scale and breadth of the role will vary from location to location and the guidance helps to quantify this.

Because the NALC model is based on a common set of activities or behaviours it differs markedly from other types of job evaluations. JE systems such as Hayes are designed to compare different roles in a single organisation and to benchmark roles for salary and benefit grading. NALC's appraisal system is designed to grade similar jobs in different types of community taking into account size, complexity and breadth of activity. The systems are therefore fundamentally different.

NALC guidance does not however cover other roles within Parish or Town Councils. This presents a challenge as the roles for the Deputy Clerk and the Assets and Grounds Manager are different to the current roles and need to be evaluated. The staff have effectively taken on the new roles but without the benefit of the change being confirmed or the pay being addressed. Any pay changes should be back dated to April 2018.

Only a limited number of options exist which is why the evaluation for the Clerks role was undertaken in house following the procedure set out. Options now include:

Seek the service from HALC (local County arm of NALC) (email sent)

Appoint a consultant with specific experience of Parish Councils (one company contacted). Earlier in the year I did explore with Ellis Whittam our HR provider if they could assist but they stated that they would put it out to a third party for which we would pay a higher overhead.

Other - Members are invited to suggest an alternative course of action.

The matter needs to be resolved with some urgency and as a result the Committee is asked to delegate the decision to appoint a contractor before the next meeting to the Chair and the Clerk assuming the costs do not exceed £2,000. If this is not possible a further meeting will be convened.

22nd May 2018

Personnel Committee

Agenda item: Performance Monitoring

To advise on the performance information required by the Committee.

Background

Currently members receive no formal performance information regarding manpower.

Standing Orders requires regular information to be provided around sickness absence. This can be provided from April for future meetings.

Detailed considerations

Members are invited to identify other information that they think would be useful and on what timescales?

It could include some or all of the following:

- Training events/training plan for the year
- Accidents and injuries
- Sickness absences
- Other absences
- Risk Assessments
- Formal disciplinary action (this is notifiable)
- Compliments/complaints about staff members
- Outstanding effort/achievement
- Staff suggestions

22nd May 2018

Personnel Committee

Agenda item: Appraisals

To agree note the outcome of the appraisals undertaken so far.

Background

Appraisals have been concluded for the Clerk, Assistant Clerk and the Head Groundsman. Arrangements are in place for the Ground staff. The Admin Assistant will have a probationary review and targets for the year set at that point.

Targets for 2018/9

The key targets set for the Clerk are as follows:

Embed the new staffing structure and review office procedures

Deliver the priority project list (will need to be reviewed in July)

Assist the Council with developing its vision and Plan for the village

Establish a network with other councils outside of EBC.

A core set of objectives have been discussed with staff. These include the following:

- Well managed buildings, fit for purpose, safe and a credit to the Council and community
- Activities happen at the right time in the right place.
- Managing open spaces more environmentally and telling the community about it
- Being the first to recognise where improvements are needed and finding solutions to them.
- Find opportunities to work with the community
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Changes

Groundstaff will be asked to be responsible for specific locations to identifying improvements and following these through either with recommendations about a change of work practice, to AMC or another appropriate route.

For all staff I want them to find opportunities to work with and alongside the community, embracing ideas and suggestions as they arise. In some cases it might result in formal partnerships such as The Mercury and in other more loose alliances such as the Carols in the Square or the Hamble Volunteers where grant funding maybe be appropriate.

With the new post we will be reviewing procedures and ways of working – to improve key areas – such as preparing for meetings, reducing paperwork and using electronic processes, improving the customer experience.

Without the JE being completed and the remainder of the appraisals being completed it is not possible to look at staff reward and pay which should have been concluded in April. A further meeting will be arranged to deal with this and provide structured feedback from staff.