

NAILSWORTH TOWN COUNCIL
Minutes of PERSONNEL COMMITTEE
held at Town Hall, Nailsworth
on Friday 8th September 2017

Present	Cllr Anne Elliott (Chair) Cllr Sally Millett Cllr Jonathan Duckworth (Town Mayor)
Minutes	Katherine Kearns (Clerk)
Apologies	Cllr Sue Reed Cllr Ron Kerby Cllr Angela Norman

1. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS
There were no declarations of interest or requests for dispensations.

	Action
<p>2. Update on Review of Council Policies and regulations Committee members have been reviewing and updating existing or draft policies.</p> <p>Disciplinary Policy: Cllr Sally Millett/Cllr Anne Elliott to set a date to complete this together.</p> <p>Grievance Policy: draft circulated by Cllr Ron Kerby. Some details need to be defined e.g. 10 working days to resolve a grievance; time limit for grievances from ex-employees.</p> <p>Cllr Jonathan Duckworth said he would contact Ron to go through the Grievance Policy with him and together come up with a style and terms which can be used in all the policies and which reflect the structure of NTC.</p> <p>Safeguarding policy – SM has circulated. To be discussed at next meeting.</p> <p>The remaining policies for review are to be discussed at the next meeting. Cllr Anne Elliott will chase the rest of the Committee for draft versions by 3rd October for Personnel committee.</p>	<p>AE/SM</p> <p>JD/RK</p> <p>All</p>
<p>3. Staffing Review Working Party The Personnel Committee discussed the contents of the Staffing Review paper and were satisfied with the recommendations.</p> <p>Cllr Steve Robinson had raised two questions and was invited to the Personnel Committee meeting to discuss these.</p> <ol style="list-style-type: none"> 1. The number of councillors in the parishes used for comparison in the Staff Review. The Personnel Committee agreed that this was not relevant to the Staff Review as the identified shortfall was in professional support in the office and not tasks suitable for councillors. All the councils with more staff also had more cllrs and this did not necessarily decrease the workload of a parish's staff. 2. How much the precept of these parishes increased this year. It was agreed this couldn't be related to staffing or workload as there were many variables leading to an increase in the precept. 	

<p>Cllr Steve Robinson was happy these points had been addressed to his satisfaction. These questions will be included in the Staffing Review paper to go to Full Council.</p> <p>The Personnel Committee discussed changing the Deputy Clerk's pension from a NEST pension to LGPS. All the cost options for the Deputy Clerk's post were detailed in the Staffing Review paper, including NEST vs LGPS pensions for the Deputy Clerk as full and part time. The cost of changing the Deputy Clerk to an LGPS pension and being full time is estimated at £33,710 as opposed to the current £15,205. This is a total increase of £18,505 p.a.</p> <p>Cllr Anne Elliott stated that since the Clerk and Deputy Clerk had already saved an annual total of around £10k in reduced business rates and insurance costs, this would contribute to any increased costs of the Deputy Clerk being full time and increasing NTC's pension obligations.</p> <p>After discussion, the Committee agreed it was more equitable for the Deputy Clerk to have an LGPS pension like the Clerk and Groundsman. To spread the cost, the Committee suggested the change to LGPS pension begins from 1st April 2018.</p> <p>The Personnel Committee recommends the Council increase the Deputy Clerk's hours from 20hrs per week to 37hrs per week to bring the office core staff hours to 94hrs per week, to take effect from 1st November 2017.</p> <p>The Personnel Committee recommends the employment costs for 2017/18 are drawn from annual savings to the Town Hall business rates secured by the Deputy Clerk (a total saving of £5,430p.a.). The total additional cost from 1st November 2017 – 31st March 2018 is £5,060 including NEST pension and NI. In subsequent years the employment costs will come from the Council budget.</p> <p>The Personnel Committee recommends the Deputy Clerk is offered an LGPS pension from 1st April 2018.</p>	
<p>4. To review a 'volunteer agreement' Cllr Sue Reed wasn't present to give feedback from the new volunteers on the Primary School garden project on the 'volunteer agreement'.</p> <p>Feedback to be taken at October Personnel committee meeting.</p>	Sue R
<p>Date of next meeting: to be confirmed</p>	

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Chair

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Date