

# **Hamble-le- Rice Parish Council**

## **PERSONNEL COMMITTEE**



**TUESDAY 23<sup>rd</sup> October 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 Role profiles for Chairs of Committee and Council
- 3b New Year's Honours (verbal update)
- 3c Review of Annual Work Plan
- 3d Quarterly Monitoring
- 3e Pay for 2019/20 (budget setting)

**Dated:** 16<sup>th</sup> October 2018

**Signed:** *Amanda Jobling*

Clerk to Hamble Parish Council



## **HAMBLE- LE- RICE PARISH COUNCIL**

**MEETING**                      **PERSONNEL COMMITTEE**  
**VENUE**                      **Roy Underdown Pavilion, Hamble**  
**DATE**                        **Tuesday 20<sup>th</sup> July 2018**  
**TIME**                        **9.00 am**

**PRESENT** Councillors; Beach (Chair); Cohen and Underdown  
Clerk  
Members of the public 0

**1a            Apologies for absence**  
Hand, James

**1b            Declarations of Interest in items on the agenda**  
None were declared

**1c.          Requests for dispensations**  
None were required

**2.**  
**Minutes of the Personnel Committee 22<sup>nd</sup> May 2018**  
Proposed: Councillor Cohen            Seconded: Councillor Underdown  
**RESOLVED:** that the minutes of the meeting were approved and signed by  
the Chairman

**3.            Public Participation**  
None

**4            Recruitment of Groundsman**  
The Committee discussed a range of recruitment options and concluded that  
they would wish to recruit a new staff member based on broadly similar terms  
with the option of finding a person able to work weekends and potentially early  
evenings to cover locking up issues at different sites. It was agreed that the  
Clerk would revise the role profile and work with Cllr Beech and the Head  
Groundsman to develop a recruitment timetable. The Clerk was also asked to  
explore further the option of an apprentice as this was something the  
Committee was keen to consider.  
Proposed: Councillor Beech            Seconded: Councillor Cohen

**RESOLVED:** that the Council seeks a replacement grounds man and  
advertises the role as soon as possible.

### **Exempt Business.**

The Committee moved to exempt business to discuss Job Evaluation and the  
Annual Pay Review for 2018/19.

Signed  
Chairman

Date



## **Hamble Parish Council**

### **Personnel Committee**

#### **Roles and responsibilities for the Chair of Council and Committees.**

**23<sup>rd</sup> October 2018**

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### **Introduction**

It is good practice to set out the Councils expectation of both staff and councillors. Standing Orders help to outline the role of the Chair in procedural matters but the role of Chair of both Council and Committees is wider than just the process for running meetings. They are a figure-head and a representative for the work area they represent in relation to the Councils business.

Specific training is available and is offered via HALC. The following advice comes from this training and has been adapted to represent Hamble Parish Council and its meeting structures. Members are asked to consider the creation of role profiles for Chairs. If agreed it is also recommended that profiles are created for all councillors to set out the organisations expectations of the role. It is often the first time that people will come into contact at an organisation level with public sector and many of the requirements that form of the basis of our work will be unfamiliar to them. The importance of induction and training is central to this.

### **DUTIES & RESPONSIBILITIES OF A CHAIR**

#### **General issues:**

The Chair is a figure-head for the Council (or for the Committee that they Chair) and will be the Council's representative at civic or local events.

The Chair works in partnership with the Clerk to make sure that the Council is properly informed for making lawful decisions during meetings. There should be cooperation with officers and other councillors. The Chair on their own has no power to make decisions without the Resolution of the Council.

The Chair will be expected to represent the Parish Council at external meetings to further partnership working. Their role is to represent the Council's position not their own view. Regular meetings include the following:

- EBC Team Meetings (chair of Council or Vice Chair),
- Local Area Committee – Planning (Chair of Planning Committee)
- EDALC (Chair or Vice Chair).

Other meetings will be agreed on an as and when basis and other councillors are able to attend if desired.

As soon as possible after election at the Annual Council meeting the Chair must attend a Chairing Skills course, even if they have done so in the past.

The Chair of Council will act as the Line Manager for the Clerk. They should in consultation with Council undertake an annual appraisal and provide feedback on performance, set targets for the Clerk and the team, provide support and advice as needed and where needed deal with complaints and disciplinary action related to the Clerk. Regular meetings should take place with the Clerk to ensure that the Council's objectives are being met and the staff team have the support and resources needed to do their job.

The Chair of Council is the responsible person in terms of the Council's Health and Safety policy.

They will be expected to be on the Council's Bank mandate and to be an authorised signatory. They will often be required to confirm the Council's agreement to contracts and other legal documents.

The Chair must not be involved in the day to day administration of the Council, but can be a point of reference for officers if agreed by Council.

#### **Managing meetings:**

The Chair should be consulted on the content of the agenda but as the legal signatory, the Clerk has the final say on it.

The Chair should be satisfied that the Agenda is posted on time and in the prescribed manner. Before the meeting the Chair must attend a briefing with the Clerk to discuss the Agenda and supporting reports to ensure they are familiar with the items for discussion.

The Chair will receive apologies and ensure that the meeting is quorate.

The Chair should not vote unless they have stated their intention to do so at the beginning of the Agenda item or the item has to be determined by the Chair's casting vote. They should remain impartial and not 'guide' Councillors to his/her desired decision.

The Chair should welcome members of the public and other invitees such as Borough and County representatives and the press.

Where appropriate they should establish whether members of the public are recording proceedings and whether the meeting is being streamed.

The Chair should welcome speakers and make them 'feel at home' ensuring participants know what is expected of them and any time constraints. The Chair is responsible for introducing everyone explaining their roles.

Start the meeting on time by declaring it open, and end it by clearly stating it closed and the time it ended.

The Chair is responsible for involving ALL Councillors in discussion and ensuring that Councillors keep to the point and follow Standing Orders. The Chair summarises the debate and facilitates the resolving of clear decisions for the Clerk or nominated Councillor to act upon.

It is the Chair's responsibility to keep discussions moving so that the meeting does not exceed the time allowed for it.

Ensure the Council/Committee acts only within its terms of reference and/or legal powers and functions

Ensure compliance with standing orders, financial regulations, Council policies, etc.

To ensure that where and when appropriate and allowable the Council take a vote to exclude the public and press from Council meetings.

The Chair should ensure that discussions are not interrupted and where it does happen it should be stopped. If good humour and conciliation fail to produce compliance then the person should be told that they will be asked to leave if they don't desist. Where that fails the Chair should resolve without discussion that the interrupter is excluded. It is not essential to call the police to remove the person but it may be necessary.

The Chair should never argue or allow argument with an interrupter.

If the public becomes disorderly it may eventually be necessary to close the meeting or adjourn to a more private place. It is, however illegal to decide to exclude the public from any future meeting. The press is in a privileged position inasmuch as its representatives must so far as possible be given facilities for taking their reports.





**2018/19**

<b>Project</b>		<b>Stages</b>	<b>Time scale</b>	<b>Priority Must do, High, Medium, Low</b>	<b>Mid year update</b>
Governance	End of Year Accounts		March - May	Must do	Completed on time and end of year accounts posted
	Review of Core documentation		March	Must do	
	End of Year audit		May	Must do	
	Statement of Accounts		May - July	Must do	
New requirements	General Data Protection Act	Undertake Audit Update systems to ensure compliance	April - May	Must do	Personnel detail needs to be developed further and consent statements on new correspondence is needed.
	Change Payroll provider	Transfer information across to new provider	March - April	High	Completed
Health and Safety	Complete the H&S actions from the Audit		Ongoing	High	
Community Information	Review the Parish Magazine			Medium	This was suspended following feedback. Decision needed on the future.
	Explore a Z directory for residents each year			Low	No progress to date but on EBC project list
	Transfer website to new provider	Transfer old information and edit Reload new information	By end of May	High (notice)	Completed end of June.

		Set up Planning Portal Install ecommerce option Email alerts		given)	
	Develop an area approach to the Councils key assets	Identify key locations in village Upload area sensitive information – trees, Biodiversity information etc Explore the use of space in the Community Hub to publicise information Phase 2 Community Orchard		Medium	Targets cascaded through appraisal system and with new team member further opportunity. Heavy work load though for AMC which makes some of the objectives difficult to progress.
Community	Publish a draft Hamble Plan based on the We R Hamble responses	Identify key work streams and projects: Business Environmental Planning, Infrastructure and highways Comms Waterfront and foreshore Social	May	High	Outstanding
	Library and Hub	Agree a list of potential services and identify people to run them Understand the equipment requirements and order kit Bring together volunteers and identify gaps where specific skills might be needed Establish a working group with EBC to agree an operating agreement Identify a timetable from hand over to opening Arrange training for volunteers	April  April  April/May  May/June	High	Project delayed by EBC handover, but core offer is well developed and opening schedule being agreed.

			June			
			June			
	Christmas festivities	Explore the repositioning of the tree in the Square Community Tree dress Ensure Coronation Parade lighting is addressed Purchase trees locally Champion support f from Business community	Sept - Dec	Medium		Tree to remain in current position until the project to update the Square can be realised.  Trees at Coronation Parade will not be dressed this year as the contractor may still be on site when lighting is being sorted. Sourced trees from Fordingbridge.
	Plastic reduction	Annual Parish Meeting – launch event Local Area Committee – propose as a project Formalise the partnership with Business Explore the provision of water fountains WW1 centenary	April  May  Summer	High		APM held and successful. Refill water bottles completed. Other actions pending.
	Youth Provision	Work with Youth Options to develop a local service based on outreach around ASB and youth diversion	April onwards	High		Outreach taken place and take up not bad. More direct provision is needed though.
	Relocation of Folland Cricket Club	Agree legal agreement for the relocation of HCC Scope out the changes needed to support the move.	??	??		To be confirmed following October meeting.
	Markets and	Ensure events are correctly	Throughout	High		New event planned and DDF

	events	managed and documentation in place. Increase the use of the foreshore for community events	t year ??		dialogue to take place.
Planning	Respond to Reg 19 consultation		May - July	Low	Completed
	Housing Needs Information	Assess information already available Identify gaps and options for addressing the Gaps Decide whether a consultant is needed to undertake the work	July	Medium	Outstanding – will be needed for the NP. Will consolidate information received.
	Planning Principles	Set out what the role of the Parish Council is in Planning issues Review EBC information on housing needs, area character appraisals. We R Hamble Survey and other published data to agree some key principles	June/July	Medium	Recheck the purpose of this.
		Consult with the community on them			
	Large Planning Applications	Preparation for GE/MDL applications as exceptional council meetings	Unknown		Pending
Projects	Feasibility work for RUP/Mount Pleasant	Explore options with YMCA regarding their community hub provision Prepare a brief for the RUP and look at options for publicising the work Start to scope the work required for Mount Pleasant redevelopment and how partners might be retained.	March April/May  April/May June July  September	Medium	Site visit completed. Legal issues with RUP identified. Concept in mind.

		<p>Advertise potential contract and invite tenders</p> <p>Assess tenders submissions</p> <p>Shortlist applicants and seek references including possible site visits</p> <p>Appointment architects</p>	October December		
	Benches and street furniture	<p>Post contract specification and outcomes on contract finder</p> <p>Assess tenders and take references</p> <p>Appoint contractor and agree a timescale</p> <p>Start on Site</p>	September - Dec	Medium	Work held due to CPF being funded via GE and foreshore subject to the vision exercise
	Replacement Play Ground at Bartletts Field	<p>To develop proposals for community consultation</p> <p>Secure other sources of funding including Developer contributions and Public Art.</p> <p>Develop a specification for publication</p> <p>Issue invitation to tender</p> <p>Assess tenders</p> <p>Select provider</p> <p>Start on Site</p>	Sept - Dec	Medium	Mid way through process.
	Coronation Parade	Input into Public Art Competition	March	Medium	Complete
	Hamble Halt Railway Car Park	<p>Identify blocks in the project</p> <p>Have it prioritised as part of the Hamble Lane works</p>	March - June	High	Identified in LAP as a priority and HCC undertaking work on it.
	Improvements to Dinghy Park	<p>Improve bay markings</p> <p>Install water supply and monitoring</p> <p>Sell Herras fencing</p>	Throughout the year	High	Fencing sold. Slipway contractor retained. Tap and allocation of boats still pending



		Explore additional secure storage Appoint a slipway cleaner			with the DPWG
	Car Park machine	Install a new car park machine to ensure that income is protected at the Foreshore	Oct	Medium	On Target
	Cemetery Improvement Plan	Install a compost bins Install bird bath	June	High	Complete
Leases/licenses	Review and update the following: HVMH, hut and parking HRSC Football Club Beach Hut Hamble Ferry Sea Scouts Squash Club	Undertake a rolling review	March - March	High	This is proving to be a very challenging area of work and is very time consuming. Separate plan needed for this area of work. Has had a severe impact on other projects.

Extra work:  
Office reorganisation and decoration  
Cemetery and burial ground review  
Travel tokens

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Extra work:  
Office reorganisation and decoration  
Cemetery and burial ground review  
Travel tokens  
Neighbourhood planning – Jan 19  
Office accommodation review





PERSONNEL COMMITTEE 23<sup>RD</sup> OCTOBER  
PERFORMANCE INFORMATION

Complaints and compliments Quarter 2 2018

Compliments		Complaints	
Issue	Team/Staff member	Issue	Team/Staff Member
Cutting back of cycle route	Good job carried out clearing the area	Public toilets being locked	Raised issue with contractor. All WC were open but were in use. Confirmed back to member of public who then complained about the not in use showers. Recommend that we removed the door signage until the issue is resolved.
		Invoicing for football	Complaint that we took too long in concluding the end of year liability for the team. The particular team plays outside of the league and plays on an ad hoc basis which generates issues. Agreed to invoice differently.
		Maintenance of some shrubs beds - over whelmed by brambles	Need a programme to pick up these beds. Needs to be referred to AMC for attention.
Other issues	Number of days lost	Number of staff sick	
Sickness	0	0	
Disciplinary	None		
Grievance	None		

Accidents	None		
Staff suggestions	1		Need to replace a range of hand tools aged and not fit for purposes
Outstanding effort	Grounds man cancelled a weekend commitment to help out at the Mercury event		

# National Joint Council for Local Government Services

**Employers' Secretary:**  
Simon Pannell

**Address for correspondence:**  
Local Government Association  
18 Smith Square  
London SW1P 3HZ  
Tel: 020 7187 7373  
[info@local.gov.uk](mailto:info@local.gov.uk)

**Trade Union Secretaries**  
Rehana Azam, GMB  
Jim Kennedy, Unite  
Heather Wakefield, UNISON

**Address for correspondence:**  
UNISON Centre  
130 Euston Road  
London NW1 2AY  
Tel: 0845 3550845  
[localgovernment@unison.co.uk](mailto:localgovernment@unison.co.uk)

**To: Chief Executives in England, Wales and N Ireland  
(copies for the Finance Director and HR Director)  
Members of the National Joint Council**

10 April 2018

Dear Chief Executive,

## 2018 and 2019 PAYSCALES & ALLOWANCES

Agreement has been reached between the National Employers and the NJC Trade Union Side on rates of pay applicable from **1 April 2018** and **1 April 2019**.

UNISON and GMB both voted to accept whilst Unite voted to reject. However, in line with the Constitution of the NJC, Unite accepts the collective majority decision of the other unions that the pay award should now be implemented.

The new pay rates are attached at **Annex 1**.

The new rates for allowances up-rated by two per cent in each year are set out at **Annex 2**.

Yours sincerely

*Simon  
Pannell*

Simon Pannell

*Rehana  
Azam*

Rehana Azam

*Jim  
Kennedy*

Jim Kennedy

*Heather Wakefield*

Heather Wakefield

**Joint Secretaries**

## ANNEX 1

SCP	1 April 2017		1 April 2018		1 April 2019			Old SCP[s]
	£ per annum	£ per hour*	£ per annum	£ per hour*	New SCP	£ per annum	£ per hour*	
6	£15,014	£7.78	£16,394	£8.50	1	£17,364	£9.00	6/7
7	£15,115	£7.83	£16,495	£8.55				
8	£15,246	£7.90	£16,626	£8.62	2	£17,711	£9.18	8/9
9	£15,375	£7.97	£16,755	£8.68				
10	£15,613	£8.09	£16,863	£8.74	3	£18,065	£9.36	10/11
11	£15,807	£8.19	£17,007	£8.82				
12	£16,123	£8.36	£17,173	£8.90	4	£18,426	£9.55	12/13
13	£16,491	£8.55	£17,391	£9.01				
14	£16,781	£8.70	£17,681	£9.16	5	£18,795	£9.74	14/15
15	£17,072	£8.85	£17,972	£9.32				
16	£17,419	£9.03	£18,319	£9.50	6	£19,171	£9.94	16/17
17	£17,772	£9.21	£18,672	£9.68				
18	£18,070	£9.37	£18,870	£9.78	7	£19,554	£10.14	18
19	£18,746	£9.72	£19,446	£10.08	8	£19,945	£10.34	19
20	£19,430	£10.07	£19,819	£10.27	9	£20,344	£10.54	20
					10	£20,751	£10.76	
21	£20,138	£10.44	£20,541	£10.65	11	£21,166	£10.97	21
22	£20,661	£10.71	£21,074	£10.92	12	£21,589	£11.19	22
					13	£22,021	£11.41	
23	£21,268	£11.02	£21,693	£11.24	14	£22,462	£11.64	23
24	£21,962	£11.38	£22,401	£11.61	15	£22,911	£11.88	24
					16	£23,369	£12.11	
25	£22,658	£11.74	£23,111	£11.98	17	£23,836	£12.35	25
					18	£24,313	£12.60	
26	£23,398	£12.13	£23,866	£12.37	19	£24,799	£12.85	26
27	£24,174	£12.53	£24,657	£12.78	20	£25,295	£13.11	27
					21	£25,801	£13.37	
28	£24,964	£12.94	£25,463	£13.20	22	£26,317	£13.64	28
29	£25,951	£13.45	£26,470	£13.72	23	£26,999	£13.99	29
30	£26,822	£13.90	£27,358	£14.18	24	£27,905	£14.46	30
31	£27,668	£14.34	£28,221	£14.63	25	£28,785	£14.92	31
32	£28,485	£14.76	£29,055	£15.06	26	£29,636	£15.36	32
33	£29,323	£15.20	£29,909	£15.50	27	£30,507	£15.81	33
34	£30,153	£15.63	£30,756	£15.94	28	£31,371	£16.26	34
35	£30,785	£15.96	£31,401	£16.28	29	£32,029	£16.60	35
36	£31,601	£16.38	£32,233	£16.71	30	£32,878	£17.04	36

**Budget – Pay for 2019/20**

Recommendation: to agree an approach for pay 2019/20 budget setting

**Introduction**

1. Last year the Council was not able to set its budget for the staff costs at the correct time of year due to the job evaluation process and the recruitment for additional staff. This has meant that this year the budget is underfunded and will almost certainly be more than 15% out at the year-end requiring a statement of variation as part of the year end accounts.
2. To avoid this occurring next year, consideration is needed as to the pay arrangements for next year so that the budget can be set correctly. Advice from the Auditor was to round the staffing figure up to the nearest £5,000 to give flexibility over the course of the year.

**Detailed considerations**

3. Over the last 12 months the Council has been through a number of exercises to clarify for staff the pay arrangements. All staff are now on the Local Government terms and conditions with cost of living increases being set centrally for all of the sector.
4. Last year the Government set out a two year pay deal. The pay rates for 2018/9 and 2019/20 are set out in Appendix 1 and indicate the required increase for April 2019.
5. In addition to the annual cost of living payment staff are appointed within a pay grade that comprises a number of spinal pay points. This means the Council can if it wishes increase salaries where there is good performance. A number of staff are at the top of their grade so this would not apply to them.
6. Alternatively a single payment can be made in recognition for good performance either in conjunction with the above measures or on its own.
7. Members are asked to agree an approach. Further work can then be done to establish the full cost prior to setting the budget.



SCP	1 April 2017		1 April 2018		1 April 2019			Old SCP[s]
	£ per annum	£ per hour	£ per annum	£ per hour	New SCP	£ per annum	£ per hour	
37	£32,486	£16.84	£33,136	£17.18	31	£33,799	£17.52	37
38	£33,437	£17.33	£34,106	£17.68	32	£34,788	£18.03	38
39	£34,538	£17.90	£35,229	£18.26	33	£35,934	£18.63	39
40	£35,444	£18.37	£36,153	£18.74	34	£36,876	£19.11	40
41	£36,379	£18.86	£37,107	£19.23	35	£37,849	£19.62	41
42	£37,306	£19.34	£38,052	£19.72	36	£38,813	£20.12	42
43	£38,237	£19.82	£39,002	£20.22	37	£39,782	£20.62	43
44	£39,177	£20.31	£39,961	£20.71	38	£40,760	£21.13	44
45	£40,057	£20.76	£40,858	£21.18	39	£41,675	£21.60	45
46	£41,025	£21.26	£41,846	£21.69	40	£42,683	£22.12	46
47	£41,967	£21.75	£42,806	£22.19	41	£43,662	£22.63	47
48	£42,899	£22.24	£43,757	£22.68	42	£44,632	£23.13	48
49	£43,821	£22.71	£44,697	£23.17	43	£45,591	£23.63	49

\*hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week in the National Agreement 'Green Book')

## Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

**1 April 2018**  
£35.37

**1 April 2019**  
£36.08

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2018 and 1 APRIL 2019  
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

**Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance**

**1 April 2018**  
£1,264

**1 April 2019**  
£1,289

**Paragraph 28(14) Laboratory / Workshop Technicians**

City and Guilds Science Laboratory Technician's Certificate Allowance:

**1 April 2018**  
£205

**1 April 2019**  
£209

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

**1 April 2018**  
£149

**1 April 2019**  
£152

**Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum**

Inner Fringe Area:

**1 April 2018**  
£857

**1 April 2019**  
£874

Outer Fringe Area:

**1 April 2018**  
£597

**1 April 2019**  
£609

**Paragraph 35 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session**

**1 April 2018**  
£28.46

**1 April 2019**  
£29.03



## **FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)**

### **Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum**

Inner Fringe Area:

**1 April 2018**  
£857

**1 April 2019**  
£874

Outer Fringe Area:

**1 April 2018**  
£597

**1 April 2019**  
£609

