Hamble-le- Rice Parish Council

PERSONNEL COMMITTEE

THURSDAY 8TH FEBRUARY 2018 at 9.00 - 10.30AM

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 Staffing Issues

3a Pay and Reward Policy and Target setting for the Clerk for 2018/9

3b Approve the Job Description, Pay Scale and Appointment of an Admin Assistant

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.

3c Restructure - Job Descriptions and Job evaluation

Clerk…… Date……

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

8Th February 2018
Personnel Committee
Agenda item: Performance and reward
To recommend to Council a pay and reward policy and the Clerks priorities for 2018/9 to enable appraisals to take place.

The Council has historically used the appraisal process to assess staff performance, set targets and to review pay. The rationale for the previous pay arrangements have not been clear and have caused both confusion and upset with staff with a number of them not understanding why pay increases have not been awarded despite good performance. The Council needs to clarify this position which is now easier as a result of the fact that all staff are on the same contractual terms.
There are two differing options for pay policy and reward.

Pay Options	Positive	Negative
Salary scale payments – Staff on a pay point within a grade of say 5 points. Each year's staff automatically go up to the next pay point until they reach the top of their scale	Easy to understand and it is liked by staff as length of service is rewarded. All staff treated the same	Results in an annual drift upwards in salary costs to the organisation Doesn't reward performance rather length of service
Pay point – Staff are on a pay point within a grade as above but the automatic up grade does not apply. Rather performance is reviewed and pay reflects this. Awards could be more than one point is chosen.	It enables staff to be clear about what they are being measured on and in terms the reward process	Can result in people feeling their contribution isn't understood if the award is not given.

The new Handbook refers to option 2 as the preferred route and this has been the basis of the consultation with staff. If Council opts for option 1 it will require further change to the handbook and further consultation.
All bar two posts are at the top of the grade prior to the JE process taking place. This means that there is no scope for pay increases and this needs to be spelt out to staff. For staff in this position the Council can consider giving a one-off performance payment making it clear this is the only available option given the post holder is at the top of the grade. Due to the Job Evaluation process 3 staff will be reviewed and this might result in an increase in grade and the option for future awards if they are appointed to the bottom of a new grade.
Importantly under either system the Council needs to agree the priorities for the next 12 months so that the Clerks appraisal targets are set and in turn cascaded to others.
Members are asked to decide how this process will take place. It could include a list being drawn up by the Personnel Committee and circulated to members for comment or an item tabled on the next Council meeting. Given the timing of this meeting it will be necessary to include and item on the Council Agenda in order that the work can be concluded by the end of the year.

Clerk's Priorities for 2018/19

Statutory and before April 2018	Environmental	Planning, infrastructure and place shaping	Community	Assets
Health and Safety Action Plan Legionella Occupational Health Assessments Risk Assessments Occupational Health of DSE	Plastic reduction initiative – water top up and fountains	Set up new systems for Planning – loading up plans/printing off, site visits, tree warden.	Library Community plan	Procurement for benches, bins and signage Hamble Ferry Hamble Sea Scouts Hamble Squash Hamble Football
End of year accounts and archive	Community orchard phase two	Equipment purchase for planning committee	Comms strategy	Beach Hut Café valuation
Update Financial Risk Assessment	Tree survey work – follow up	Housing Needs Assessment	Arrange Annual Parish Meeting	Garden licenses
Review Standing Orders	Biodiversity Plan – action plan	Local Plan Reg 19 (June)	Website renewal	HVMH license
Review Financial Regulations	Cycle racks/renting	MDL application	Public art at Coronation Parade	HRSC license
		GE application	Email alerts system	Mudland moorings
Audit response and actions	Asset area plans ie Heather Gardens, Westfield Common	HCC follow up on Hamble Lane and Travel Plan	Festive lights and carols in the square	Hamble Life Boat – lease and operating agreement
Complete Transparency act work		Village design statement	Burial records – exclusive right of burial	Review football booking arrangements
Asset register update		Police/Station site car park	Youth Service and HYPE money	Review of leases
Office changes and extra work stations		Congestion and Travel plan	Magazine – redesign	Recruitment

Prepare for General Data Protection Act		Planning principles	Foreshore markets	RUP repairs/refurbishment
Members interests			Centenary Event	Cleaning contract for WCs
Bank Mandate for Jeanette			Christmas Market	EE mast
Post April			YMCA site visit	Allotment Plan
External audit			Travel Tokens	Folland Cricket team
Annual Council meeting (review of all policies)			PCSO	Dinghy WG and Plan
Accident investigation follow up			TS Mercury	Review Ringo
				Mount Pleasant
				Cemetery Plan – improvements and new plots
				Utility supply issues
				Bartlet Fields play area replace
				New Car Park Card Machine

8th February 2018
Personnel Committee – Approve the Job Description, Pay Scale and Appointment of an Admin Assistant,
Agenda Item 3b

To recommend to Council the appointment of an admin assistant based on the Job Description and the proposal pay point and grade.

The Personnel Committee has agreed in principle the need to restructure a number of current posts within the Council as well as the need for additional admin support.

Work has stated using the Bank Hours to retain support to scan documents to enable the Council to move to electronic filing and in so doing to free up space in the office. This work will help to stream line the office as well as prepare for the changes to data management from May.

Additional help is sought to reflect changes to the role of the Assistant Clerk and also additional work that is anticipated such as the coordination of volunteers at the Community Hub.

The Job description is attached for approval. If approved the grade for the role can be agreed (based on market information) and the timetable for recruitment subject to Council approval.

Appendices
Job Description
JE matrix

JOB PROFILE - Admin Assistant **January 2018**

Main Purpose Of Job

Hamble Parish Council is a small but busy Parish Council. It manages a range of facilities and services as well as acting as a point of contact to the community. It does business in person at the parish office, through the web and over the phone. The Council provides car parking, play areas, sports fields and pavilion, allotments, a dinghy park and manages significant areas of open spaces in the village.

The post holder will be expected to be the first point of contact to the public as well as ensuring that service requests are recorded and dealt with promptly. They will be expected to arrange meetings and other events including function room bookings, refreshments and agenda paper dispatch. Importantly they will need to handle cash and raise orders and invoice customers and ensure payments can be made as needed. You will report to the Deputy Clerk.

What It Has To Achieve?

Ensure that admin support is provided to the Clerk, Deputy Clerk and Groundsman in their work as well as providing a first-class customer service to all those contacting the service.

Key Duties/Accountabilities:

Finance

To update & maintain a booking diary, answer queries and generate invoices for the hire of pitches and pavilions.

To use the council's procedures for cash handling and reconciliation, including sales to the general public.

To ensure that orders, invoices and payments are entered in the financial system in accordance with the Councils policy.

Liaise with creditors and debtors and resolve queries relating to invoices, orders and payments.

Community

To act as a point of enquiry and source of general and visitor information for telephone and personal callers

To use internal systems to record and monitor customer activity levels on a daily basis.

Manage enquiries from undertakers and members of the public about burials, internments and memorials within the Council cemetery.

Working with others

Undertake tasks as directed in support of the Clerk, Deputy Clerk & Groundsman

Contact other organisations and agencies on behalf of residents.

Organisational

To arrange the distribution and display of Council documentation, including agendas, minutes & public notices, as directed by the Clerk/Deputy Clerk.

To provide general administrative support to include the processing of post, preparing and distributing letters, photocopying, maintenance of paper and electronic filing systems and databases, stationery and office equipment stocks, information and resource library.

Ensure that council information is kept up to date across a range of mediums.

To provide limited cover for Council and Committee meetings including note taking.

Other

Undertake training provided or arranged Hamble Parish Council

Undertake such other duties as may be required commensurate with the grade of the post.

Adhere to the Council's Policies and Procedures

Additional Duties & Accountabilities

Maintain a high standard of personal presentation.

Keep the Office in a clean, secure and tidy condition.

Assist with the allocation of Dinghy Park Permits

Undertake research to identify the cost of supplies and services

Suitable candidate will need the following

This section is to define/qualify the expertise/capability which is ESSENTIAL to meet job demands.

Qualifications

Minimum of 5 GCSE's including English and Maths

Personal Attributes / Competencies

The role of Admin Assistant is a busy one, dealing with multiple issues for customers, colleagues and other organisations. It requires a calm manner, an ability to work with pace and without error. You will need to be able to work with a minimum supervision, self-organise and prioritise information. You should like dealing with people and helping to solve problems or queries. You will play a critical part in a small team so you must be reliable and dependable and have a good sense of humour.

Essential Functional / Technical Skills

Ability to use emails, spreadsheets and software that supports administrative processes

Experience of raising invoices

Good oral communication skills

Be literate and numerate

Business Knowledge

Understanding of the Council's role within the community

Understanding of the Council's responsibilities with regards to the areas it manages within the Parish

An appreciation of the impact the role has on the Council and its objectives

Experience of working within a busy customer focused environment

Experience of administrative and accounting systems

Willing to be a first aider