

Sandy Town Council

To: Cllrs N Aldis, T Cole, A M Hill (Chairman), W Jackson, C Osborne, M Pettitt, S Sutton
c.c. Cllrs J Ali, P Blaine, G Leach, D Quick, M Scott, D Sharman, P Sharman
J Sparrow

You are hereby summoned to attend a meeting of the Human Resources Committee of Sandy Town Council to be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 6 June 2016 commencing at 7.30pm.

Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
31 May 2016

A G E N D A

1 Apologies for absence

2 Declarations of interest

Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)

*This item is included on the agenda to enable members to declare new DPIS and also **those who wish to do so** may draw attention to their stated DPIS and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non-disclosable Interests*
- iii) Dispensations*

3 Election of Vice Chair

To receive nominations and elect a Vice Chair for the municipal year 2016/17.

4 Minutes of Previous Meeting

To consider the minutes of the Human Resources Committee held on Monday 21 March 2016 and to approve them as a correct record of proceedings.

Previously
circulated

Sandy Town Council

- 5 Public Participation Session**
Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.
- 6 Human Resources Sub Committee**
To elect three members to the sub-committee. Appendix I
- 7 Health and Safety/Accident Report**
To receive and note a report from the Town Clerk. Appendix II
- 8 Training**
To receive a report on staff and Councillor training. Appendix III
- 9 Councillor Attendance Record**
To consider the frequency of reporting Members Council and committee meeting attendance.
- 10 Council Reception and Information Point Open Hours**
To receive a report from the Town Clerk Appendix IV
- 11 Chairman's Items**
- 12 Date of Next meeting: 19 September 2016**
- 13 COMMITTEE IN PRIVATE SESSION**

RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.
- 14 Staffing**
To receive a staffing report from the Town Clerk. Confidential
- 15 Financial Matters**
To receive and note a briefing document from SLCC on 2016/17 pay scales. Appendix VI

AGENDA ITEM 6**SANDY TOWN COUNCIL**

COMMITTEE: Human Resources
DATE: 6 June 2016
AUTHOR: Town Clerk
SUBJECT: Human Resources Sub-Committee

Sandy Town Council's current terms of reference and scheme of delegations require the election of an HR Sub-Committee of 3 members as described in the extract below. As the Clerk works closely with the Mayor and the Chairman of HR it may be sensible to elect these two members and one other.

Purpose of the Committee

This sub-committee is appointed to consider grievance or disciplinary matters (not including any appeal therefrom) referred from the HR committee and to manage the Town Clerk. Membership will comprise three members and the committee will report to the HR committee.

Operation

The sub-committee will meet as required. The sub-committee will appoint a chairman for each year.

Terms of Reference

- 1. To consider grievance or disciplinary matters in accordance with the Council's grievance or disciplinary policies as laid out in the employment hand-book.*
- 2. To manage the Town Clerk*
- 3. To consider any appeal by the Clerk against a decision on pay*

(If an appeal is to be held against the decision of the Sub-committee, this must be taken to another sub-committee appointed for this purpose. As a sub-committee must be composed of three members at least, it may be necessary to make up a sub-committee from any remaining HR committee members who have not been involved in the matter it may also be necessary to include members of council who are not members of the main HR committee in some circumstances.)

Members are asked to elect three members to the committee.

AGENDA ITEM 7**SANDY TOWN COUNCIL****COMMITTEE: Human Resources****DATE: 6 June 2016****AUTHOR: Town Clerk****SUBJECT: Health and Safety/Accident Report**

The following accidents have been recorded since the last meeting of the committee;

Date	IP	Nature of Injury	Nature of Accident	RIDDOR Y/N	Actions
13 April 2016	Administrator	Cut finger	Assembling a flatpack storage box. Cut finger on the edge of cardboard.	N	Finger cleaned and bandage applied.

As part of the Councils agreement with The Health and Safety People, a yearly Health and Safety assessment is carried out which highlights areas where action is required and provides updated Health and Safety documents.

The 2016 assessment highlighted the following actions to be completed;

Action	Comment
Carry out Survey on unsafe access and egress areas and develop action plan for controlling hazards and repairs	Grounds Team Supervisor to carry out survey and work with Town Clerk to develop action plan.
Carry out workplace risk assessments for stability of triple mowers	Grounds Team supervisor building into regular risk assessments.
Appoint competent person for assistance in identifying hazardous tree stock and developing a management plan	CBC have previously provided this service. No longer offer so alternatives are being sought.
Carry out and maintain inductions at set intervals, bi-annual refreshers	To be built in to appraisal process
Recommended an NICEIC certificate is provided for the fixed electrical inspection	A NICEIC certificate has now been provided
Provide suitable and sufficient Manual Handling training for employees	All employees to undergo manual handling training.
Implement health screening programme and use of occupational health service for employees	Town Clerk to look into with advice from Human Resources company.

AGENDA ITEM 8**SANDY TOWN COUNCIL****COMMITTEE:** Human Resources**DATE:** 6 June 2016**AUTHOR:** Town Clerk**SUBJECT:** Training

The following training has been completed by Councillors since the last meeting;

Date	Training	Participants	Cost
19 April	Financial Management	A Hill, M Scott	£60
17 May	Chairmanship 1	J Sparrow	£30

The following training is due to be undertaken by Councillors;

Date	Training	Participants	Cost
6 July	Councillor Refresher	J Sparrow	£30
12 July	Chairmanship 2	J Sparrow	£30
12 July	Chairmanship 3	N Aldis	£30

The following training has been completed by Staff since the last meeting;

Date	Training	Participants	Cost
22 March	First Aid at Work	All administration and grounds team employees	£445

The following training is due to be undertaken by staff;

Date	Training	Participants	Cost
28 June	Play Area Management	Richard Loake	£170
NA	CilCa submission	Town Clerk	£250
TBC	Manual Handling	All administration and grounds team employees	TBC

AGENDA ITEM 10**SANDY TOWN COUNCIL****COMMITTEE:** Human Resources**DATE:** 6 June 2016**AUTHOR:** Town Clerk**SUBJECT:** Council Reception and Information Point

It was agreed at an extraordinary meeting of the Human Resources committee on 14 December 2015 to begin recording the number of visitors the Council reception and information point receives and the type of queries visitors have so as to improve information available to Members when considering open hours for the information point.

The results of the first six week survey period were reported to Members of the committee on 21 March 2016. It was agreed to continue with the survey until the next committee meeting so as to build up a clearer picture of use.

The results of the second survey period, which is an 11 week period from 14 March 2016 until 28 May 2016, have been collated and broken down below.

Period	01/02/16 – 11/03/16	14/03/16- 28/05/16	Both Periods
Total Number of Visitors in Period	508	894	1402
Number of visitors 9am-2pm	503	706	1209
Number of visitors 2pm-4pm	5	188	193

The following table details visitors by query category;

Period: 01/02/16 – 11/03/16			Period: 14/03/16 – 28/03/16		
Query	No.	%	Query	No.	%
Local Information (Inc. Attractions, Bus times etc.)	260	51.2	Local Information (Inc. Attractions, Bus times etc.)	490	54.8
Collection of CBC Waste Bags	96	18.9	Collection of CBC Waste Bags	169	18.9
CBC Queries	53	10.4	CBC Queries	48	5.4
STC Walks	34	6.7	STC Walks	45	5.0
Other (STC Related)	29	5.7	Other (STC Related)	54	6.0
Booking Saffords Trips	26	5.1	Booking Saffords Trips	63	7.1
Outside Organisation Queries	5	1.0	Outside Organisation Queries	4	0.5
STC Talks	3	0.6	STC Talks	20	2.2
Street Lights	2	0.4	Street Lights	1	0.1
Total	508		Total	894	

Totals Across all Periods		
Query	No.	%
Local Information (Inc. Attractions, Bus times etc.)	750	53.5
Collection of CBC Waste Bags	265	18.9
CBC Queries	101	7.2
Other (STC Related)	83	5.9
Booking Saffords Trips	89	6.4
STC Walks	79	5.6
STC Talks	23	1.6
Outside Organisation Queries	9	0.7
Street Lights	3	0.2
Total	1402	

The below table details the total visitors per day during the most recent period.

	Monday	Wednesday	Friday	Total
14 March 2016	56	53	14	123
21 March 2016	22	27	Closed	49
28 March 2016	Closed	23	28	51
4 April 2016	14	6	16	36
11 April 2016	28	31	54	113
18 April 2016	27	42	29	98
25 April 2016	49	28	32	109
2 May 2016	Closed	34	21	55
9 May 2016	28	33	13	74
16 May 2016	22	24	20	66
23 May 2016	49	44	27	120
Total	295	345	254	894

Points to Note;

- The Council has also dealt with visitors on Tuesdays and Thursdays (Closed days) which are not included in the above figures. Across the whole period 32 queries have been dealt with by visitors to the reception on closed days. 11 of these were in period 2. The queries were for local information and waste bags.

- The 'Other Queries' category includes fishing licences which is responsible for a rise in queries in the second period.
- 'Talks' in the second period includes 17 people viewing the Roman Sandy exhibition.
- Local information, such as tourist sites, information about Sandy and its services, bus timetables etc remains the largest query received by the information point. In contrast phone queries are far less likely to be related to local information.
- Street light queries remain low, most people with a query linked to street lights phone the office, or go directly to CBC.
- Although the number of people using the service during 2pm – 4pm is still proportionally small there has been a marked increase during the second survey period. It may be because people are becoming more aware of the later opening hours or that the increase is linked to the spring and summer months.
- Days of use is relatively evenly spread across the three open days.

The second survey does show an increase in afternoon usage, which may continue to pick up into the summer months. As the times have only recently changed and been advertised it may cause greater confusion to reduce them back 2pm from 4pm, and it is advisable that the Council Information Point continues these opening hours over summer. However, with the incorporating of the Committee Clerk role and continued greater distribution of tasks among administrators, a fourth day at 9am to 4pm would not currently not be achievable without negatively effecting officer work.

Members are asked to consider the figures and points detailed above.



E02-16

May 2016

2016 - 2018 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has reached agreement on the following:

- New pay scales for 2016-2017 to be implemented immediately and backdated to 1 April 2016
- New pay scales for 2017-2018 to be implemented from 1 April 2017

Annex 1 lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from **1 April 2016**.

Annex 2 lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from **1 April 2017**.

The recommendations in Annex 1 & 2 are made jointly by NALC and SLCC.

National Association of Local Councils - 020 7637 1865 – nalc@nalc.gov.uk - www.nalc.gov.uk

Society of Local Council Clerks - 01823 253846 – admin@slcc.co.uk - www.slcc.co.uk

ANNEX 1

NJC has reached agreement on the pay scales for 2016-17. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part-time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 April 2016.

Pay scales from 1 April 2016

Scale	Points below Substantive range		Substantive Benchmark range		Points above Substantive range
LC1					
	(15-17)		(18-22)		(23-25)
15	£16,772	18	£17,891	23	£21,057
16	£17,169	19	£18,560	24	£21,745
17	£17,547	20	£19,238	25	£22,434
		21	£19,939		
		22	£20,456		
LC2					
	(26-29)		(30-34)		(35-38)
26	£23,166	30	£26,556	35	£30,480
27	£23,935	31	£27,394	36	£31,288
28	£24,717	32	£28,203	37	£32,164
29	£25,694	33	£29,033	38	£33,106
		34	£29,854		
LC3					
	(39-42)		(43-47)		(48-51)
39	£34,196	43	£37,858	48	£42,474
40	£35,093	44	£38,789	49	£43,387
41	£36,019	45	£39,660	50	£44,473
42	£36,937	46	£40,619	51	£45,580
		47	£41,551		
LC4					
	(52-55)		(56-60)		(61-68)
52	£46,727	56	£51,573	61	£59,923
53	£47,885	57	£52,858	62	£61,678
54	£48,943	58	£54,623	63	£63,455
55	£50,313	59	£56,379	64	£65,198
		60	£58,145	65	£66,850
				66	£68,538
				67	£70,265
				68	£72,042

ANNEX 1 - PART-TIME CLERKS - HOURLY RATES April 2016

Salary scales and hourly pay rates for ALL part-time clerks are calculated by pro-rata reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2016 are:

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP 15	£8.717
SCP 16	£8.924
SCP 17	£9.120
SCP 18	£9.299
SCP 19	£9.647
SCP 20	£9.999
SCP 21	£10.363
SCP 22	£10.632
SCP 23	£10.944
SCP 24	£11.302
SCP 25	£11.660
SCP 26	£12.041
SCP 27	£12.440

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
6	£14,514	£7.544	11	£15,507	£8.060
7	£14,615	£7.596	12	£15,823	£8.224
8	£14,771	£7.677	13	£16,191	£8.415
9	£14,975	£7.783	14	£16,481	£8.566
10	£15,238	£7.920			

ANNEX 2

NJC has reached agreement on the pay scales for 2017-18. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part-time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 April 2017.

Pay scales from 1 April 2017

Scale	Points below Substantive range	Substantive Benchmark range	Points above Substantive range		
LC1					
	(15-17)	(18-22)	(23-25)		
15	£17,072	18	£18,070	23	£21,268
16	£17,419	19	£18,746	24	£21,962
17	£17,772	20	£19,430	25	£22,658
		21	£20,138		
		22	£20,661		
LC2					
	(26-29)	(30-34)	(35-38)		
26	£23,398	30	£26,822	35	£30,785
27	£24,174	31	£27,668	36	£31,601
28	£24,964	32	£28,485	37	£32,486
29	£25,951	33	£29,323	38	£33,437
		34	£30,153		
LC3					
	(39-42)	(43-47)	(48-51)		
39	£34,538	43	£38,237	48	£42,899
40	£35,444	44	£39,177	49	£43,821
41	£36,379	45	£40,057	50	£44,918
42	£37,306	46	£41,025	51	£46,036
		47	£41,967		
LC4					
	(52-55)	(56-60)	(61-68)		
52	£47,194	56	£52,089	61	£60,522
53	£48,364	57	£53,387	62	£62,295
54	£49,432	58	£55,169	63	£64,090
55	£50,816	59	£56,943	64	£65,850
		60	£58,726	65	£67,519
				66	£69,223
				67	£70,968
				68	£72,762

ANNEX 2 - PART-TIME CLERKS - HOURLY RATES April 2017

Salary scales and hourly pay rates for ALL part-time clerks are calculated by pro-rata reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2017 are:

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP 15	£8.873
SCP 16	£9.054
SCP 17	£9.237
SCP 18	£9.392
SCP 19	£9.743
SCP 20	£10.099
SCP 21	£10.467
SCP 22	£10.739
SCP 23	£11.054
SCP 24	£11.415
SCP 25	£11.777
SCP 26	£12.161
SCP 27	£12.564

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
6	£15,014	£7.804	11	£15,807	£8.216
7	£15,115	£7.856	12	£16,123	£8.380
8	£15,246	£7.924	13	£16,491	£8.571
9	£15,375	£7.991	14	£16,781	£8.722
10	£15,613	£8.115			