

# Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT

Tel: 01425 473883

www.ringwood.gov.uk

## SUMMONS

Dear Member

23<sup>rd</sup> March 2023

You are hereby summoned to attend a meeting of the Town Council at the Forest Suite, Ringwood Gateway on 29<sup>th</sup> March 2023 at 7.00pm.



Mr C Wilkins  
Town Clerk

---

## AGENDA

### 1.\* PUBLIC PARTICIPATION

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

2. To receive Apologies for Absence

3. To receive Declarations of Interest

### 4. GRANT AID AWARDS

- a. To note Grant Aid award of £1,095 to 2515 (Ringwood and Fordingbridge) Sqn RAFAC and £855 to New Forest Disability Service
- b. To present Grant Aid award of £1,500 to Ringwood Twinning Association as a contribution towards the costs of a civic reception for the Mayor of Pont Audemer and its' Twinning Association members

5. To approve as a correct record the minutes of the meeting on 22<sup>nd</sup> February 2023

6. To receive Minutes of Committees and approve recommendations contained therein:

Recreation, Leisure & Open Spaces	DATE :- 1 <sup>st</sup> March 2023
Planning, Town & Environment	DATE:- 3 <sup>rd</sup> March 2023
Staffing	DATE:- 15 <sup>th</sup> March 2023 - adjourned
Policy & Finance	DATE:- 22 <sup>nd</sup> March 2023

### 7. ANNUAL REVIEW OF COMMITTEE TERMS OF REFERENCE AND DELEGATED POWERS

To consider the recommendation of the Policy & Finance Committee (*see minute reference F/6161*)

**8. REVIEW OF PAY POLICY**

(Deferred from abortive Staffing Committee meeting) To consider the revised Pay Policy included in the Town Clerk's report regarding the annual review of employment policies (*Report A*)

**9. REVIEW OF ANNUAL LEAVE ENTITLEMENTS POLICY**

(Deferred from abortive Staffing Committee meeting) To consider the Town Clerk's report regarding a change to annual leave entitlements (*Report B*)

**10. SPORTS DEVELOPMENT PROJECT AT LONG LANE**

To receive a report from Cllr Loose (the Council's representative on the Steering Group) or Cllr Briers (deputy) on project developments

11.\* To receive such communications as the Town Mayor may desire to lay before the Council

12.\* To receive Reports from County and District Councillors

13.\* To Receive Reports from Ringwood Town Councillors

14. Forthcoming Meetings – to note the following dates:

Planning, Town & Environment	10.00am	Friday 31 <sup>st</sup> March 2023
Recreation, Leisure & Open Spaces	7.00pm	Wednesday 5 <sup>th</sup> April 2023
Policy & Finance	7.00pm	Wednesday 19 <sup>th</sup> April 2023
Full Council	7.00pm	Wednesday 26 <sup>th</sup> April 2023

**15. EXCLUSION OF THE PRESS AND PUBLIC**

To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), to transact business for which publicity would be prejudicial to the public interest by reason of its confidential nature

**16. PERSONNEL MANAGEMENT MATTER**

(Deferred from abortive Staffing Committee meeting) To receive a verbal report from the Staffing Committee Chairman, Cllr Haywood, and agree actions.

If you would like further information on any of the agenda items, please contact Mr Chris Wilkins, Town Clerk, on 01425 484720 or [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Council Members:

Chairman: Cllr Gareth Deboos, Town Mayor  
Vice-Chairman: Cllr Rae Frederick, Deputy Mayor  
Cllr Andy Briers  
Cllr Philip Day  
Cllr Hilary Edge  
Cllr John Haywood  
Cllr Jeremy Heron  
Cllr Peter Kelleher  
Cllr Darren Loose  
Cllr Gloria O'Reilly  
Cllr Tony Ring  
Cllr Steve Rippon-Swaine  
Cllr Derek Scott  
Cllr Glenys Turner

Officers:

Chris Wilkins, Town Clerk  
Jo Hurd, Deputy Town Clerk

## STAFFING COMMITTEE

15<sup>th</sup> March 2023

### Report on employment policies

#### 1. Introduction and reason for report

- 1.1 This report is intended to support the annual review of employment-related policies by members; a task delegated to this committee and last undertaken in March 2022.

#### 2. Background information

- 2.1 The Council has adopted many policies relating to employment matters. These are brought together in a handbook for staff. The handbook was reviewed and updated by Worknest (formerly Ellis Whittam) under the contract for the provision of specialist support on employment law and human resources matters. Hard copies are available at each of the Council's workplaces and each employee is sent a copy by email. A copy will be emailed to each councillor with this report.
- 2.2 The documentation is so lengthy that a line-by-line review by members would be impracticable and unnecessary given that this is what the Council is paying Worknest to do.
- 2.3 Since last year the main changes have been implementation of changes mandated by this committee:
  - 2.3.1 to the policy on leave of absence for performance of public duties;
  - 2.3.2 a new criminal records information policy; and
  - 2.3.3 to the annual review procedures.
- 2.4 Following the regrading exercise undertaken by the Council last year, the opportunity was taken to review the Pay Policy. A revised version, which has been sense checked by Worknest, is attached for Members' approval (**Appendix A**). Note that, in relation to para 3.2, it was agreed at the last meeting of this Committee (S/0091 refers) that no increments would be awarded in 2023/24 to allow a new Performance Management Plan to be introduced. As stated above, the annual review procedure has been updated and reviews have now been carried out with most employees.
- 2.5 Members are invited to raise questions about or make suggestions regarding the existing policies and any other areas where it may be felt that further policies might be useful, and to consider the draft Pay Policy.

#### 3. Issues for decision and any recommendations

**Whether to recommend the Pay Policy for adoption by the Council;**

**Members are invited to note this report but also to raise queries or offer guidance if desired.**

For further information, contact:

Chris Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Jo Hurd, Deputy Town Clerk  
Direct Dial: 01425 484721  
Email: [jo.hurd@ringwood.gov.uk](mailto:jo.hurd@ringwood.gov.uk)



# Ringwood Town Council

## Pay Policy

Adopted on: [Date]

---

### 1. Introduction

This Policy contains the principles and practices to be observed with regard to the pay of Council employees and workers:

- whenever a paid post is created or reviewed prior to recruitment;
- when an appointment is made to a paid post
- whenever pay is reviewed either as part of a general annual review or an interim review;
- a post is being re-graded; or
- in any other situation involving an issue of pay or pay review.

This policy does not apply to payments under contracts for services as distinct from contracts of service.

### 2. Pay and pay scales

- 2.1 Pay shall be linked to the scale promulgated from time to time by the National Joint Council for Local Government Services with the annual pay (or its hourly equivalent) for each post-holder being set at one of the points on that scale.
- 2.2 No paid post shall be created nor any new appointment made to an existing paid post without the prior approval of councillors. Save in the case of a post arising from the transfer of an employee with protected rights or other exceptional circumstance, councillors shall specify a range of 4 pay points on the NJC scale to the post.

- 2.3 From recruitment or appointment, employees shall be paid at the lowest point on the relevant range unless a higher point is agreed having regard to prior experience, fulfilment of desirable criteria set out in the person specification or other relevant factors.
- 2.4 Any employee who has worked for the Council for at least six months shall be entitled to apply for their post to be re-graded for pay purposes at any time PROVIDED THAT no post shall be re-graded more than once in any three-year period unless there has been a material change in the duties required or level of responsibility carried since the current grade was set.

### 3. Pay review

- 3.1 Changes to pay figures agreed by NJC shall be applied to the pay of employees as agreed by NJC. Any shortfalls in pay arising from back-dated increases in pay shall be paid (without interest) as soon as practicable.
- 3.2 Subject to clauses 3.3, 3.4, 4 and 5 below, each employee shall be awarded one increment (that is, their pay shall move one point up the scale relating to their post) with effect from 1<sup>st</sup> April every year provided that the Town Clerk is considers that the behaviour and performance in post has been satisfactory in the previous twelve months (unless and until their pay has reached the top point on the scale for their post). In assessing whether behaviour and performance have been satisfactory the Town Clerk shall have regard to:
- 3.2.1 whether objectives agreed with the employee's line manager have been achieved (wholly or in part) by the employee
  - 3.2.2 the line manager's assessment of the employee's attitude to their work as recorded in the report of any annual review meeting
  - 3.2.3 the successful completion by the employee of training agreed with the line manager
  - 3.3.4 the employee's acquisition of a relevant qualification
  - 3.3.5 any other matter which the Town Clerk reasonably considers relevant.
- 3.3 Whenever the 1<sup>st</sup> April falls within the probationary period of an employee, the increment described in clause 3.2 shall not take effect

unless and until satisfactory completion of that probationary period (or any extension of it).

- 3.4 If the Town Clerk considers (after consultation with any separate line manager involved) that the performance and/or behaviour of an employee has:
- 3.4.1 fallen significantly below the standard expected, he may withhold the increment that would otherwise be awarded by virtue of clause 3.2 above; or
  - 3.4.2 greatly exceeded the standard expected, he may award a second increment in addition to that awarded by virtue of clause 3.2 above.
- 3.5 An employee aggrieved by a decision of the Town Clerk may appeal that decision to the Council's Staffing Committee by giving notice of such desire to the Town Clerk. The Town Clerk must then arrange a meeting of the Staffing Committee which will then decide whether to uphold the decision of the Town Clerk or substitute a decision of its own. At any such meeting, the Town Clerk will act as presenting officer and the Deputy Town Clerk will act as clerk to the committee (unless the Deputy Town Clerk is the aggrieved employee, in which case the services of an independent person will be arranged).

#### **4. Changes to the NJC Scale**

- 4.1 From time to time changes are made to the structure of the NJC scale and this can lead to uncertainty as to how an increment is to be applied when it coincides with such a change. In such circumstances, the following rules are to apply.
- 4.2 If the pay point for a post is abolished altogether or amalgamated with one or more other pay points, then on the effective date of the change, the pay for that post is to be increased to the next highest pay point on the new scale and no other increment is to be awarded.
- 4.3 If one or more additional pay points are created within a pre-existing range of points, any increment awarded to the holder of a post affected shall apply to the points on the new scale.
- 4.4 The provisions of clauses 3.3 and 3.4 above shall apply *mutatis mutandis* and any employee aggrieved by the outcome of the application of these rules shall have the same right of appeal described in clause 3.5 above.

## 5. Application to the Town Clerk

- 5.1 The provisions of clauses 2, 3.1, 3.2, 3.3 and 4 shall apply to the Town Clerk unless the Council agrees alternative arrangements with the Town Clerk.
- 5.2 The provisions of clauses 3.2 and 3.4 shall apply to the Town Clerk with the substitution of the words “the Staffing Committee” for “the Town Clerk”.

DRAFT

## STAFFING COMMITTEE

15<sup>th</sup> March 2023

### Report on staff leave entitlements

#### 1. Introduction and reason for report

- 1.1 The recently-concluded pay review for 2022-23 includes provision for additional leave. In view of local complications, officers seek guidance from members on how to apply this.

#### 2. Background information

- 2.1 In addition to the changes to pay, the National Joint Council (NJC) has agreed that **from 1 April 2023**, all employees covered by the National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement. This may require, in some organisations, that a local agreement has to be reached in order for the extra day to be applied. The NJC's full expectation is that the additional day's leave will be applied for all NJC staff, regardless of existing local arrangements.
- 2.2 Existing staff with five years' service or more are currently entitled to more annual leave than is prescribed by the National Agreement (28 days rather than 27<sup>1</sup>). Going back several years, the National Agreement provided for a basic entitlement of 22 days plus 2 'statutory' days and an additional 5 days after five years' service. This was mirrored locally save that only one statutory day was allowed. At some point, it appears that NJC agreed to reduce the long-service differential from 5 days to 3 but (for reasons that are unclear) this change has never been reflected locally.
- 2.3 Both the letter and the spirit of the pay review settlement would seem to require that everyone be awarded an additional day's leave regardless of the local complications described. However, that would seem to apply to the current post-holder only; leaving some scope for variation in local arrangements; which we could use to re-align our entitlements to the National Agreement for future recruits.

#### 3. Issues for decision and any recommendations

Is the Committee content that:

- 3.1 **all existing employees, regardless of their current leave entitlement and length of service, receive a permanent (i.e. for the remainder of their respective periods of employment with the Council) increase of one day (pro rata for part-timers) to their annual leave entitlement; and**
- 3.2 **all future employees receive a basic annual leave entitlement of 24 days plus one statutory day and an additional 3 days after five years' service?**

For further information, contact:

Chris Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Jo Hurd, Deputy Town Clerk  
Direct Dial: 01425 484721  
Email: [jo.hurd@ringwood.gov.uk](mailto:jo.hurd@ringwood.gov.uk)

---

<sup>1</sup> All figures given are (i) for full-time staff (part-time staff entitlements are reduced *pro rata*) and (ii) include the local government 'statutory' leave (which must be taken on days specified by the employer unlike normal annual leave).