

Ringwood Town Council

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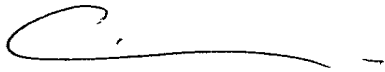
www.ringwood.gov.uk

STAFFING COMMITTEE

Dear Member

9th March 2023

A meeting of the Staffing Committee will be held in the Forest Suite, Ringwood Gateway on **Wednesday 15th March 2023** at 7pm and your attendance is requested.



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. APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF INTEREST**
- 4. MINUTES OF THE PREVIOUS MEETING**
To approve as a correct record the minutes of the meeting held on 19th October 2022
- 5. HUMAN RESOURCES MANAGEMENT UPDATE**
To receive a verbal update from the Town Clerk
- 6. ANNUAL REVIEW OF EMPLOYMENT POLICIES**
To consider the Town Clerk's report regarding the annual review of employment policies (*Report A*)
- 7. REVIEW OF ANNUAL LEAVE ENTITLEMENTS POLICY**
To consider the Town Clerk's report regarding a change to annual leave entitlements (*Report B*)
- 8. 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
- 9. TOWN CLERK'S ANNUAL REVIEW AND PAY AWARD**
To consider the Chairman's report (*Confidential Report C*) – to be provided by Cllr Haywood

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

Committee Members

Cllr Gareth DeBoos – Town Mayor

Cllr Jeremy Heron – Chairman of Policy and Finance Committee

Cllr John Haywood

Cllr Gloria O'Reilly

Cllr Glenys Turner

Officers

Chris Wilkins, Town Clerk

Jo Hurd, Deputy Town Clerk

Copied by e-mail to other Members for information

STAFFING COMMITTEE

15th 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

Jo Hurd, Deputy Town Clerk
Direct Dial: 01425 484721
Email: 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 1st 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 1st 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

15th 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 27¹). 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:

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¹ 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).