

# MINUTES OF THE MEETING OF RINGWOOD TOWN COUNCIL

Held on Wednesday 29<sup>th</sup> March 2023 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

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

IN ATTENDANCE: Mr Chris Wilkins, Town Clerk  
Mrs Jo Hurd, Deputy Town Clerk

ABSENT: Cllr Darren Loose

## **C/6929 PUBLIC PARTICIPATION**

There was one member of public present.

## **C/6930 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr Loose.

## **C/6931 DECLARATIONS OF INTEREST**

There were none declared at this time.

## **C/6932 GRANT AID AWARDS**

It was noted that Grant Aid awards had been made of £1,095 to 2515 (Ringwood and Fordingbridge) Sqn RAF AC to assist in the modernisation of delivery of a variety of courses; and £855 to New Forest Disability Service to support the continuation of the full range of services offered to residents.

A certificate of Grant Aid award of £1,500 was presented to the Chairman of Ringwood Twinning Association (RTA) as a contribution towards the costs of a civic reception for the Mayor of Pont Audemer and its' Twinning Association members. On behalf of all RTA members, the Chairman thanked the Council for the grant, which would enable them to host a professional civic reception for a group of 18 visitors from France in May. A full programme of events had been organised and it would be a Ringwood centric affair.

**C/6933**  
**MINUTES OF PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 22<sup>nd</sup> February 2023 be approved and signed as a correct record.

**C/6934**  
**RECREATION, LEISURE AND OPEN SPACES COMMITTEE**

Cllr Briers presented the minutes of the Recreation, Leisure and Open Spaces Committee held on 1<sup>st</sup> March 2023.

OS/6273 – it was noted that the Events Management Sub-Committee proposed to host a prosecco tent at the Coronation event ‘Gathering on the Green’ on Sunday 7<sup>th</sup> May but more volunteers were needed to run this – councillors were encouraged to contact the Chairman of the Committee if they were able to assist.

**RESOLVED:** That the minutes of the Recreation, Leisure and Open Spaces Committee held on 1<sup>st</sup> March 2023 be received.

**C/6935**  
**PLANNING, TOWN AND ENVIRONMENT COMMITTEE**

Cllr Day presented the minutes of the Planning, Town and Environment Committee held on 3<sup>rd</sup> March 2023.

P/6127 – he was disappointed to report that Outline Application 21/10042 for land north of Hightown Road had been granted permission by NFDC. Crest Nicholson, the applicant for the proposed development off Moortown Lane (hybrid planning application 21/11723) wished to provide Members a briefing on amended plans that would be submitted to NFDC in April. A meeting would be arranged to enable councillors to understand how the plans had evolved. Members of the public would have an opportunity to have their say after the plans have been submitted.

**RESOLVED:** That the minutes of the Planning, Town and Environment Committee meeting held on 3<sup>rd</sup> March 2023 be received.

**C/6936**  
**STAFFING COMMITTEE**

The Staffing Committee scheduled for 15<sup>th</sup> March 2023 had been adjourned.

**C/6937**  
**POLICY AND FINANCE COMMITTEE**

Cllr Heron presented the minutes of the Policy and Finance Committee meeting held on 22<sup>nd</sup> March 2023.

**RESOLVED:** That the minutes of the Policy and Finance Committee meeting held on 22<sup>nd</sup> March 2023 be received.



**C/6938**

**ANNUAL REVIEW OF COMMITTEE TERMS OF REFERENCE AND DELEGATED POWERS**

Members considered the recommendation from Policy & Finance Committee (*F/6161 refers*).

**RESOLVED:** That the updated Terms of Reference and delegated powers be approved.

**ACTION** Jo Hurd

**C/6939**

**REVIEW OF PAY POLICY**

Members considered the revised Pay Policy included in the Town Clerk's report regarding the annual review of employment policies (*Annex A*).

**RESOLVED:** That the revised Pay Policy be adopted.

**ACTION** Jo Hurd

**C/6940**

**REVIEW OF ANNUAL LEAVE ENTITLEMENTS POLICY**

Members considered the Town Clerk's report regarding a change to annual leave entitlements (*Annex B*). This came as a result of the national pay negotiations and was also an opportunity to realign entitlements for all future employees with NJC conditions.

**RESOLVED:**

- 1) That all existing employees, regardless of their current leave entitlement and length of service, receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement; and
- 2) That 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.

**ACTION** Jo Hurd

**C/6941**

**DEVELOPMENT PROJECT AT LONG LANE**

The Town Clerk reported that the artificial turf pitch is now in regular use, and he was arranging for representatives of the Community Sports Trust and Football Club to attend the next Council meeting to report on its usage. The pavilion construction procurement report was expected, and it was hoped that all partners could agree to this so the project can move forward. Timing has slipped due to uncertainties over costs and electricity infrastructure and, in order to keep costs within the available funding, some modifications/scaling back had been agreed. A revised budget and timetable will be reported in due course.

The Town Clerk had given a presentation about the project to an NFDC scrutiny meeting, in the context of health and wellbeing strategy and partnership working, which had been well received.

**RESOLVED:** That the verbal update be noted.

**ACTION** C Wilkins

**C/6942**

**COMMUNICATIONS TO BE RECEIVED**

The Town Mayor reported:

- 1) He applauded Lunns for opening a Post Office facility, which had been very well received by residents.
- 2) He and the Deputy Town Mayor had attended a civic event in Wimborne.
- 3) The next South West Quadrant meeting would be held in Ringwood on 11<sup>th</sup> April.
- 4) He raised concerns about NFDC's procedures for determining planning applications and in particular 21/10042 for land north of Hightown Road, which had been granted permission even though it was contrary to policy. His aim was to find a way to work better with NFDC to get the best results for the town. Cllr Ring, who had resigned from the NFDC Planning Committee in protest, shared his concerns which he would be pursuing as a private individual after the elections. New Forest MPs were also looking to address concerns.

**C/6943**

**REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

District Councillor Rippon-Swaine reported on updates received by the Environment and Sustainability Overview and Scrutiny Panel on Nitrates, Phosphates and Biodiversity Net Gain; New Forest Visitor Study; and Green Infrastructure. Concerns had been raised by residents living in the vicinity of Ringwood School about inappropriate parking and use of verges, and these had been shared with the County Councillor.

District Councillor Ring, who would be retiring as a councillor in May, commented on his time served on NFDC Planning Committee and encouraged engagement in future. In the event that he was unable to attend the next meeting, he offered his personal thanks to Town Council officers who had been very supportive and helpful during his 6 years in office. The Town Mayor thanked him for his service, representing the town at both District and Town level.

District Councillor Heron reported that Cabinet on 5<sup>th</sup> April would be considering making Public Spaces Protection Orders in respect of lighting fires and using barbecues and the feeding and petting of ponies – this was an important step in protecting the forest and helping visitors to enjoy it safely.

**C/6944**

**REPORTS FROM TOWN COUNCILLORS**

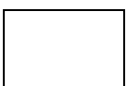
Cllr Day congratulated Ringwood Society on its new town trail leaflet. He was pleased to see letters in the local newspaper broadly in support of the Neighbourhood Plan and thanked everyone who had worked so hard to get to this stage.

Cllr Kelleher was concerned about the number of banks closing, which was a big loss to the community.

**C/6945**

**FORTHCOMING MEETINGS**

Planning, Town and Environment	10.00am	Friday 31 <sup>st</sup> March 2023
Recreation, Leisure and 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



**C/6946**

**EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** That, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded because publicity would be prejudicial to the public interest by reason of the confidential nature (*Annex C – Confidential minute*)

**C/6947**

**PERSONNEL MANAGEMENT MATTER**

**RESOLVED:** That the verbal update from the Chairman of the Staffing Committee be noted and actions agreed be approved.

There being no further business, the Town Mayor closed the meeting at 8.40pm.

APPROVED

26<sup>th</sup> April 2023

TOWN MAYOR

## 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]

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### 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  
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<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).