



# HYTHE AND DIBDEN PARISH COUNCIL

The Grove, 25 St. John's Street, Hythe, Hampshire SO45 6BZ

*Serving the communities of Dibden, Dibden Purlieu and Hythe*

To: Members of the Personnel Committee

Mr J Binns (ex officio)  
 Mr E Davey (Chairman)  
 Mr C Harrison  
 Mrs M McLean (ex officio)  
 Mr M Short  
 Mr D Poole

Remainder of Council – for information

30<sup>th</sup> August, 2017

## Members of the Personnel Committee

**You are hereby summoned to attend the Personnel Committee meeting to be held in The Council Chamber, The Grove, 25 St Johns Street, Hythe on Thursday 7<sup>th</sup> September, 2017 at 10.00am**

Yours faithfully

[Stephanie Bennett](#)

Stephanie Bennett  
 Clerk to the Council

## A G E N D A

1. **ELECTION OF CHAIRMAN**
2. **APOLOGIES**
3. **DECLARATIONS OF INTEREST AND DISPENSATIONS**
  - a. To note any declaration of interest made by Members in connection with an Agenda item. Members to specify the nature of the interest;
  - b. To receive any written requests for dispensations for disclosable pecuniary interests;
  - c. To grant any requests for dispensation as appropriate
4. **MINUTES**  
 To consider and confirm the Minutes of the Meeting of the Personnel Committee held on 23<sup>rd</sup> May, 2017 3 - 4
5. **WORKFORCE BUDGET PLANNING**  
 To receive the report of the Clerk 5 - 6

6. **PDI PROCESS AND TRAINING**  
Deputy Clerk to report on the outcomes of the new PDI process and the Training for 2018 - 2019 7 - 8

7. **EXCLUSION OF THE PRESS AND PUBLIC.**  
It is proposed that the Press and Public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 Schedule 12 of the Local Government Act 1972.

8. **SICKNESS ABSENCE 2016 – 2017**

**HYTHE AND DIBDEN PARISH COUNCIL**

Minutes of the meeting of the  
Personnel Committee  
held at The Grove, St John's Street, Hythe  
on Tuesday 23<sup>rd</sup> May, 2017 at 6.00 pm

**Councillors:**

a J Binns (ex officio)  
p E Davey (Chairman)  
p M McLean (ex officio)  
a M Short  
p M Wade  
p C Harrison

**Officers in attendance**

Mrs S Bennett (Clerk to the Council)  
Mr S Spencer (Deputy Clerk to the Council)

367/16 **Apologies for Absence**

Cllr James Binns and Cllr Mike Short

368/16 **To note any declaration of interest made by Members in connection with an agenda item.**

There were no declarations made.

369/16 **Minutes.**

The Minutes of the Meeting of the Personnel Committee held on 14<sup>th</sup> March 2017 were taken as read and signed by the Chairman.

370/16 **Finance Officer**

Members agreed the draft job description for the Finance Officer and the recruitment process as proposed by the Clerk. Members agreed that subject to the results of the recruitment process that a reduction to four days a week be considered. If the post be reduced the one day to be added to an administration role. The Committee thanked David Melsome for his work and commitment to the Council and wished him well in his new post.

371/16 **Parish Development Officer**

Members agreed the revised job description for the Parish Development Officer.

372/16 **Exclusion of Press and Public**

RESOLVED

That the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12 of the Local Government Act 1972.

373/16 **Handy Trust**

Members considered the draft Service Level Agreement and subject to the changes agreed recommended to Council that this be adopted

The meeting closed at 7.15pm.

Chairman

Date

mnpers53

## PERSONNEL COMMITTEE – 7 SEPTEMBER, 2017

### WORKFORCE BUDGET 2018 – 2019

#### 1.0 INTRODUCTION

This report gives councillors an overview of the challenges faced by the Council regarding its salary budget for both the Office Staff and Maintenance Team and a set of recommendations for the salary budget for 2018 - 2019. In 2017 – 2018 this Council undertook salary scale adjustments in order to align itself for the National Minimum Wage of £9.00 per hour that will be introduced in April 2020.

#### 2.0 SALARY INCREASE

The Joint Negotiating Council has not agreed the salary increase from 1 April 2018; the current 2 year agreement ends 31 March 2018. The Unions have put in a claim for 5% from 1 April 2018 and with no further information available Councils are developing their budgets based on a 5% increase.

#### 3.0 UNSKILLED AND SKILLED WORKER DIFFERENTIAL

As the National Living Wage level has risen and the JNC salary scales have remained un-reviewed this has resulted in a dip in morale and may result in a loss of staff as better paid positions are sought elsewhere. Scanning has flagged considerable salary differences across local Parish Councils and Hampshire Association of Local councils is working with NALC looking at a review of salary scales; the results of this review are not known.

With such a large pay claim this will impact heavily on all Councils and the workforce budget for 2018 – 2019 has been prepared without any further salary scale adjustments.

#### 4.0 INCREMENTS

In the 2018 – 2019 financial year there are two increments contracted that are payable June and August 2018.

#### 5.0 PENSIONS

The level of employer contributions for 2018 – 2019 is 15.1% with a £12,500 capital contribution.

#### 6.0 NATIONAL INSURANCE

There are no anticipated National Insurance rises due in 2018 – 2019.

#### 7.0 WORKFORCE CHANGES

The 2018 – 2019 budget has been prepared with 2 posts removed.

## 8.0 SUMMARY SALARY BUDGETS

<i>Salary item</i>	<i>2017 – 2018</i>	<i>2018 - 2019</i>
Maintenance Team	152,224	162,168
Office	280,486	220,459
Capital Pension	10,600	12,500
Total	443,310	395,127

This gives a salary budget reduction of 10.9%. (The salary budget rise for 2017-2018 equated to 7.4%).

## 9.0 RECOMMENDATIONS

Members are asked to consider this report and agree the salary budget for 2018 - 2019 of £395,127 with a salary budget reduction of 10.9%

For further information contact

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Clerk to the Council

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## PERSONNEL COMMITTEE – SEPTEMBER, 2017

### PERSONAL DEVELOPMENT INTERVIEWS REVIEW AND TRAINING

#### 1.0 INTRODUCTION

In November 2016 this committee agreed to implement a new Personal Development Interview framework for staff which would be subject to a review six months after implementation. All staff members have now had their interviews using the new process, a review has taken place and this report is to update Members on the outcome.

#### 2.0 INTERVIEW PROCESS

In order to introduce the new process to staff members, separate group meetings hosted by the Clerk and Deputy Clerk were held with administration and maintenance staff to discuss the format of the interview process and to seek feedback. The team meetings also enabled managers and colleagues to recognise the collective achievements of the Council over the last year or so.

Individual interviews were held during the winter and spring period, again hosted by the Clerk and Deputy Clerk. The Maintenance and Facilities Supervisor attended the interviews with maintenance staff for development purposes.

#### 3.0 OUTCOMES

The following are the main outcomes;

- All staff were positive about their individual and team achievements despite the previous year being very difficult for them
- A number of suggestions for improving the way we operate were provided; some of the suggestions have been implemented. An example is that business cards have been provided for the maintenance team to give to the public when necessary. If the team member cannot resolve an issue raised on site then the resident is directed to contact the office, the contact details are provided on the card. Another suggestion that is due to be implemented is that feedback forms for hirers of the Council's facilities will be provided which will enable users to provide feedback on their experience of using the facility and to suggest improvements.
- Staff identified a number of improvements that could be made for some of the Council's outside spaces: areas identified include the Promenade and Beechwood Way Pond – work in both areas is ongoing and the work at the Promenade is having a positive effect on the visual appearance of the area
- Training opportunities/requirements have been identified for individual members of staff and these requirements have been costed and will be subject to budget approval
- Administration staff have adapted well to the improvements made to the Council's IT systems and are enthusiastic about the forthcoming changes being made to the Council's finance system which will allow hirers to book and pay for facilities online.

- The format of the PDI process has proved to be popular amongst staff and feedback has been positive

#### **4.0 TRAINING**

The PDI process, developments in the work of the Council and a number of new roles and staff necessitates a 2018 – 2019 increase on training. The key areas are:

- Finance and Edge IT including electronic payments and receipts;
- Booking processes including online services
- Council administration and minute taking
- Register of Play Inspectors inspections (Play areas)

The identified training budget need for 2018 – 2019 is £9,500

#### **5.0 RECOMMENDATIONS**

Members are recommended to agree the following;

- 5.1 To continue with current format of the Personal Development Interviews;
- 5.2 That the format is regularly reviewed by the Clerk;
- 5.3 That the committee's views are sought prior to any significant changes being made to the format;
- 5.4 A training budget of £9,500 be included in the 2018 – 2019 Council budget.

For further information contact

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