



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE PERSONNEL COMMITTEE

Cllr D Savage (Chairman)
Cllr Jan Garfield (Vice Chairman)
Cllr T Green

Cllr G Newman
Cllr K Williams

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 13 April 2016** at **7.30pm** for the transaction of the following business:

A G E N D A

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

3. Requests for Dispensation

Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

4. Confirmation of Minutes

To confirm the minutes of the meeting held on 14 October 2015 as a true record.

(Pages 3-4)

5. Training Strategy

To review the Council's Training Strategy for 2016/17.

(Appendix A)

6. Pensions Auto-Enrolment

To note the Council's obligations with regards pensions auto-enrolment arrangements and agree a strategy.

(Pages 5-7)

7. Business Plan 2016-2020

To consider potential business objectives for Committee for the next four years.

(Pages 8-9)

8. Health & Safety Audit

To note the report and outcome of a recent Health & Safety audit.

(Page 10)

- 9. Staffing Budget 2016/17**
To consider proposed virements across the approved staffing budget for 2016/17 and make any recommendations to Council. **(Pages 10-11)**
- 10. Exclusion of Press and Public (Staffing Matters)**
In accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.
- 11. Staff Handbook Policies**
To review the Staff Handbook and Policies.
(Restricted, to follow under separate cover)
- 12. HMRC: National Insurance**
To consider information pertaining to National Insurance contributions of a former member of staff. **(Restricted, to follow under separate cover)**
- 13. Town Clerk's Appraisal (6 Month Review)**
To review progress against agreed objectives.
(Restricted, to follow under separate cover)
- 14. Closure**
To close proceedings and note the date of the next meeting is Wednesday 12 October 2016.



Ash Tadjrishi
Town Clerk
7 April 2016

For information (via email): All Town Councillors.
Local Press

AGENDA ITEM 5: CONFIRMATION OF MINUTES

MINUTES of the **PERSONNEL COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 14 October 2015** at **7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr T Green
 Cllr Jan Garfield (Vice-Chairman) Cllr G Newman

OFFICERS: Mr A Tadjirishi (Town Clerk)

257. APOLOGIES FOR ABSENCE

Apologies for absence were recorded from **Cllr K Williams**.

258. DECLARATIONS OF INTEREST

There were none

259. REQUESTS FOR DISPENSATION

There were none.

260. INTRODUCTION TO PERSONNEL COMMITTEE

The Chairman welcomed newly appointed Members to the first meeting of the Personnel Committee in the current Municipal Year.

The Committee noted its Terms of Reference and received an introduction from the Chairman on the type of business for which it would be responsible.

261. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 10 March 2015 be signed by the Chairman as a true record.

262. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

Council agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

It was RESOLVED that the Press and Public be excluded and instructed to withdraw.

263. TOWN CLERK'S APPRAISAL

An appraisal for the Town Clerk was carried out and several objectives were discussed and agreed.

It was RESOLVED that the Town Clerk's Appraisal document be finalised by the Mayor to include those objectives agreed for the following year.

264. STAFFING MATTERS

Committee considered the report on staffing matters.

It was RESOLVED that the staff member be reimbursed for additional hours worked at plain time as per the report.

265. STAFFING STRUCTURE AND BUDGET 2016/17

Members considered the staffing structure and budget estimates for 2016/17 as presented in the confidential report.

Salary scale point increases as indicated in the report were approved as presented. It was noted that the staging date for Felixstowe Town Council for automatic pension enrolment was 1 November 2016. By this date, all staff who met the qualifying criteria must be automatically enrolled in to a contribution based pension scheme. An allowance for those staff who may therefore elect to join the Local Government Pension Scheme was included within the budget recommendations for 2016/17. Committee noted that alternative pension schemes for those staff, or any new staff joining the council, which provided a lower employee contribution option would be investigated and brought to the next Personnel Committee meeting for consideration

The salaries budget proposed for 2016/17 was as follows:

Cost Centre	Budget 2016/17		
	Salaries	Employer National Insurance	Employer Pension Contributions
Administration	153,788	10,773	35,525
Town Hall	13,177	196	-
Walton	2,944	-	307
Broadway House	9,437	-	1,499
Cemetery	82,575	6,707	19,157
Allotments	14,572	1,184	3,381

It was RESOLVED that Council be recommended to approve the salaries budget for the financial year 2016/17 as presented in the report.

266. CLOSURE

The meeting was closed at 8.58pm. The next meeting was noted as being scheduled for Wednesday 13 April 2016 at 7.30pm.

AGENDA ITEM 6: PENSIONS AUTO-ENROLMENT

The law on workplace pensions has changed. Every employer with at least one member of staff now has new duties, including enrolling those who are eligible into a workplace pension scheme and contributing towards it. This is called automatic enrolment.

It is called automatic enrolment because it is automatic for the Council's staff – they don't have to do anything to be enrolled into the Council's pension scheme, but it is not automatic for the Council. The Council needs to take steps to make sure the eligible staff are enrolled into a pension scheme. As Felixstowe Town Council has at least one member of staff who the Council pay via a PAYE scheme, automatic enrolment duties apply.

Staging date

The date the Council's automatic enrolment duties start is called the Council's staging date and is when the law comes into effect for the Council. *Felixstowe Town Council's staging date is 1 November 2016.*

Point of contact

The Town Clerk is the point of contact for the purposes of auto-enrolment.

Who the Council will need to enrol

Monthly gross earnings	Age			Weekly gross earnings
	From 16 to 21	From 22 to SPA*	From SPA to 74	
£486 and below	Has a right to join a pension scheme ¹			£112 and below
Over £486 up to £833	Has a right to opt in ²			Over £112 up to £192
Over £833	Has a right to opt in	Automatically enrol ³	Has a right to opt in	Over £192

Figures correct as of 2015/2016. *SPA = state pension age

¹ Has a right to join a pension scheme

If they ask the Council to, the Council must provide a pension scheme for them, but the Council don't have to pay contributions.

² Has a right to opt in

If they ask to be put into a pension scheme, the Council must put them in the Council's automatic enrolment pension scheme and pay regular contributions.

³ Automatically enrol

The Council must put these members of staff in the Council's automatic enrolment pension scheme and pay regular contributions. The Council don't need to ask their permission. If they give notice, or the Council give them notice, to leave employment before the Council have completed this process, the Council have a choice whether to automatically enrol them or not.

It is against the law to try to influence the Council's staff into opting out of the Council's pension scheme.

Council must carry out a full assessment of all its staff at the Council's staging date:

- Assess the age and salary of every member of staff.
- Work out who the Council will need to automatically enrol.
- Work out who will be able to choose to opt in to an automatic enrolment pension scheme.
- Work out who will have a right to join a pension scheme.

In advance of this the Town Council should:

- Work out the costs of any proposed scheme
- Check the Council's records and payroll process
- Choose a pension scheme (or check the Council's existing one)

Council is required to provide a qualifying scheme and have regard to the following minimum contributions, which increase with time:

Date	Employer minimum contribution	Total minimum contribution
Before 30/09/17	1%	2% (including 1% staff contribution)
01/10/17 — 30/09/18	2%	5% (including 3% staff contribution)
01/10/18 onwards	3%	8% (including 5% staff contribution)

Council's payroll software is able to work a number of pension schemes, including the government's NEST pension scheme. The payroll software will help Council pay contributions and send data to the Council's pension provider on a regular basis. It will also help the Council to automatically enrol staff as they become eligible.

At the Council's staging date and beyond

The following steps will help the Council to automatically enrol the Council's staff, help the Council understand the Council's ongoing responsibilities and ensure that Council has complied with its legal duties.

- Assess and enrol the Council's staff. Council must ensure the Council's staff will be automatically enrolled by sending the Council's pension provider the information it needs to make them active members of the Council's scheme. the Council have six weeks from the Council's staging date to do this
- Write to the Council's staff to tell them about the Council's pension scheme and how automatic enrolment applies to them
- The Council's ongoing automatic enrolment duties; Council will need to; continue to pay contributions; keep records and constantly review the Council's staff including new starters
- Complete the Council's declaration of compliance

Council duties will be ongoing. Automatic enrolment will be business as usual like real-time PAYE. The Council will need to complete the automatic enrolment process every three years once the Council has submitted the Council's declaration. This is known as automatic re-enrolment. The Council will have to complete a re-declaration every three years as part of this process.

Council currently offers membership to the Local Government Pension Scheme which is a scheme that qualifies but has a higher rate of contributions for both employee and employer than other qualifying schemes. As a result, Council may wish to consider offering an alternative, more affordable, scheme for employees not currently in the LGPS and subject to auto-enrolment which would be at a lower overall cost to both Council and staff members.

Further information on the NEST pension scheme will be brought to the meeting for discussion and consideration.

Council is also required to seek independent financial advice on this matter before confirming ongoing arrangements.

Committee is requested to consider and decide on any action it deems necessary in order to meet Council's obligation with regards to pensions auto-enrolment.

AGENDA ITEM 7: BUSINESS PLANNING 2016-2020

Council's Finance & General Purposes Committee considered proposals for a first draft Business Plan spanning the next four years from 2016 to 2020.

To assist with the formulation of the Business Plan, each of Council's committees is asked to consider potential objectives, in line with known local priorities. Following this input, F&GP will consider a final draft Plan for recommendation to Council.

Final approval and adoption of the Plan would be considered by Council following further public consultation.

Members have been provided with an early draft for discussion purposes and further consideration.

Committee is requested to consider its potential business objectives for the next four years and make any recommendation to Finance & General Purposes Committee for inclusion in to the Council's Business Plan 2016-2020.

AGENDA ITEM 8: HEALTH & SAFETY AUDIT

A Health and Safety audit was commissioned and undertaken in January. The audit included external visits to Council's sites and an audit of current Council activities.

The audit covered several areas including;

- Health and Safety Policy
- Risk Assessments
- Fire Risk Assessment – Alarms, drills, extinguishers, training, responsibility to hirers etc.
- Electricity – Fixed wiring and portable
- Play grounds. Outside areas, trees
- External workers – training, risk assessments
- Training records
- First Aid
- Welfare facilities
- Consultation/Staff meetings
- Accident investigation
- CoSHH
- Protective equipment
- Contractor controls
- Event management

The report was received and has rated the Town Council's operations as good across the majority of areas.

The advisor recommended that some improvements could be made in training specifically in relation to assessing the vibration rates of hand-held power tools, identifying asbestos and the protocols for assessing and dealing with the tree stock across our sites. Training to meet this recommendations is being sourced and arrangements have also been made for staff and Members to be re-trained in the discharge of the fire extinguishers.

The Town Council currently uses a basic policy on Trees and the advisor has sent a more robust version for the Council to use or adapt. Council's Assets & Services Committee has recommended that an arboricultural assessment of the Town Council's trees be commissioned to plot their position, assess their condition and understand any future maintenance requirements to avoid disease, storm or wind damage to personnel or property in the vicinity.

The full Health & Safety report will be made available at the meeting for information.

Committee is requested to note the report and outcome of the recent Health & Safety Audit.

AGENDA ITEM 9: STAFFING BUDGET 2016/17

Following Committee's consideration and recommendations (*Minute #265 of 2015/16 refers*), Council approved the following staffing budget estimates for 2016/17:

	Budget 2016/17		
Cost Centre	Salaries	Employer National Insurance	Employer Pension Contributions
Administration	153,788	10,773	35,525
Town Hall	13,177	196	-
Walton	2,944	-	307
Broadway House	9,437	-	1,499
Cemetery	82,575	6,707	19,157
Allotments	15,472*	1,184	3,381

*Committee recommended £14,572 which was incorrectly entered in the final budget as £15,472.

Since approval of the budget in January 2016 and with the benefit of updates to the Council's payroll software, these figures have been re-evaluated to more accurately account for changes to employers National Insurance Contributions and an increase to employers pension contributions from 23.2% to 24.2%.

On the 6 April 2016, the new State Pension will replace the existing basic and additional State Pension and will bring to an end contracting-out and the National Insurance rebate. This means that from April 2016, Council and its employees will pay the standard rate of National Insurance contributions instead of the contracted-out rate. (For employers, the standard rate of National Insurance is 13.8% of all earnings above the secondary threshold for all employees and they will no longer receive the 3.4% National Insurance rebate.)

With the benefit of a full outturn figure for 2015/16 the salaries element of the budget is able to be revised lower to mitigate the overall impact of the increases of the pensions and NI element as estimated below:

	Approved Budget	Recommended Virement	Revised Budget
Cost Centre: Admin			
Salaries	£ 153,788	£ -	£ 153,788
Employer National Insurance	£ 10,773	£ 3,635	£ 14,408
Pension Contributions	£ 35,525	£ 1,531	£ 37,057
Cost Centre: Town Hall			
Salaries	£ 13,177	-£ 2,362	£ 10,815
Employer National Insurance	£ 196	-£ 149	£ 47
Pension Contributions	£ -	£ -	£ -
Cost Centre: Walton			
Salaries	£ 2,944	-£ 780	£ 2,164

Employer National Insurance	£ -	£ 1	£ 1
Pension Contributions	£ 307	£ 28	£ 335
Cost Centre: Broadway House			
Salaries	£ 9,437	-£ 1,341	£ 8,096
Employer National Insurance	£ -	£ 3	£ 3
Pension Contributions	£ 1,499	£ 135	£ 1,635
Cost Centre: Cemetery			
Salaries	£ 82,575	-£ 1,184	£ 81,391
Employer National Insurance	£ 6,707	£ 816	£ 7,523
Pension Contributions	£ 19,157	£ 539	£ 19,697
Cost Centre: Allotments			
Salaries	£ 15,472	-£ 1,109	£ 14,363
Employer National Insurance	£ 1,184	£ 144	£ 1,328
Pension Contributions	£ 3,381	£ 95	£ 3,476
Total	£ 356,123	£ 0	£ 356,123

Although the recommendations above result in a zero change to the overall staffing budget for 2016/17, amending approved budget figures is outside of the scope of the Personnel Committee and requires Council approval. If approved, the revised staffing budget for 2016/17 will be as shown in the table below:

	Revised Budget 2016/17		
Cost Centre	Salaries	Employer National Insurance	Employer Pension Contributions
Administration	153,788	14,408	37,057
Town Hall	10,815	47	-
Walton	2,164	1	335
Broadway House	8,096	3	1,635
Cemetery	81,391	7,523	19,697
Allotments	14,363	1,328	3,476

Committee is requested to recommend the adjustments to the staffing budget 2016/17 to Council for approval.
