



GILLINGHAM TOWN COUNCIL STAFF AND SALARIES COMMITTEE

The Town Hall, School Road, Gillingham, Dorset SP8 4QR
Tel: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

Minutes of a meeting of the Staff and Salaries Committee held on **Monday, 19th November 2018**, in the Jubilee Room, Town Hall, School Road, Gillingham, commencing at 6.00pm.

These minutes do not constitute a true record until ratified by Full Council.

Present: Cllr A Frith (Chairman),
Cllr P Harris (Deputy Chairman),
Cllr M Hill, Cllr Mrs Hunt,
Cllr Mrs D Toye and Cllr B Von Clemens.

In attendance: Mrs J Hawkins, Town Clerk

Members of the
Press and Public: None

208. To receive apologies for absence.

Apologies were received from Cllr Mrs Cullingford. The Chairman informed the meeting of the reasons for the apologies. The reasons for apologies were duly recorded in the attendance register.

Cllr Von Clemens proposed that **“the apologies received from Cllr Mrs Cullingford were accepted”**. Cllr Mrs Hunt seconded, and the vote was unanimous. **RESOLVED.**

209. To approve the minutes of the meeting held on the 15th October 2018.

Cllr Von Clemens proposed that **“the minutes of the Staff and Salaries Committee held on 15th October 2018 should be approved as a correct record of that meeting”**. Cllr Harris seconded, the majority voted in favour of the proposal. Cllr Mrs Hunt abstained from voting as she was not present at the meeting. **RESOLVED.**

210. Declarations of Interest - Members are required to comply with the requirements of the Localism Act 2011, Section 27, regarding disclosable pecuniary interests.

There were no disclosable pecuniary interests declared.

Staff and Salaries Committee – 19th November 2018 (continued):

211. To approve the Minutes of the meeting held on 16th April 2018 as requested in the Internal Audit dated 23rd October 2018 (only the front page of two pages had been signed).

Cllr Mrs Toye proposed that **“the minutes of the Staff and Salaries Committee held on 16th April 2018 should be approved as a correct record of that meeting”**. Cllr Mrs Hunt seconded, and the majority voted in favour of the proposal. **RESOLVED.**

212. In Confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of the following items 6(a) though to 6(j) inclusive.

Cllr Mrs Hunt proposed that **“Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public should be excluded during the discussion of the following items”**. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.**

213. Staff Matters:

a) To receive a list of salaries and wages cheques and associated accounts for the month of November 2018.

Cllr Harris proposed that **“the list of salaries and wages totaling £27,197.95 is approved as a correct record for wages weeks 32 to 35 and salary month 8 and authorised for payment”**. Cllr Hill seconded, the vote was unanimous. **RESOLVED.**

b) To receive and consider a report on the underpayment of pension contributions by both employer and employees that has occurred since April 2018.

The Town Clerk summarised a report submitted by the Interim Payroll Officer.

Following a discussion, it was proposed by Cllr Harris that **“the Town Council pays the £100.18 employer pension contribution under-payment in the next month return”**. Cllr Von Clemens seconded, and the vote was unanimous. **RESOLVED.**

It was proposed by Cllr Von Clemens that **“the Town Council pays the employees' pension contribution underpayment of £238.61 as an act of goodwill given that employees would be unlikely to detect an error with pension contributions”**. Cllr Mrs Toye seconded, and the vote was unanimous. **RESOLVED.**

It was proposed by Cllr Harris that **“staffing grades are approved in October each year prior to setting the precept budget”**. Cllr Mrs Toye seconded, and the vote was unanimous. **RESOLVED.**

c) To receive a report on the year to date staffing costs.

A report was tabled showing an underspend to date of £20,507.71. The Town Clerk explained that the underspend is due to staff leaving and not being replaced immediately.

d) To receive and consider the salary budget for the FY2019/20.

A financial report detailing staffing costs was tabled. The Town Clerk informed members that following the introduction of smarter working practices the proposed figure for the draft precept has been reduced to £421,817.

It was proposed by Cllr Von Clemens that **“a salary budget of £421,817.00 is included in the draft precept for 2019/20”** Cllr Hill seconded and the vote was unanimous. **RESOLVED.**

Staff and Salaries Committee – 19th November 2018 (continued):

213. Staff Matters (continued):

e) To receive and consider draft new contracts of employment.

Following a discussion Cllr Von Clemens proposed that **"the item is deferred until the next meeting of the Staff and Salaries Committee"**. Cllr Mrs Hunt seconded the vote was unanimous. **RESOLVED**

f) To receive and consider a draft Employee Handbook.

Following a discussion Cllr Von Clemens proposed that **"consideration of the draft new employment contracts is deferred until the next meeting of the Staff and Salaries Committee"**. Cllr Mrs Hunt seconded the vote was unanimous. **RESOLVED.**

g) To receive and consider a report regarding the current horticultural staff vacancy.

The Town Clerk presented a proposed information pack, application form, job advertisement and recruitment timetable.

Cllr Von Clemens asked whether the application form should include a section regarding ethnicity.

Following a discussion, it was agreed that Ellis Whittam should be asked to clarify the employers' responsibilities regarding equality monitoring.

Cllr Mrs Hunt proposed that **"an advertisement is placed in the local press, on the council's website and on social media at a total cost not to exceed £550 to be taken from budget no. 7.05"**. Cllr Mrs Toye seconded, the vote was unanimous. **RESOLVED.**

Cllr Von Clemens proposed that **"the recruitment timetable is accepted"**. Cllr Hill seconded, the vote was unanimous. **RESOLVED.**

h) To receive and consider staff training requests.

The Town Clerk informed members that a series of four-one-day training sessions for the Certificate in Local Council Administration (CiLCA) qualification is being organised by the Society of Local Council Clerks (SLCC) in Eastleigh, Hampshire, between January and April. It is strongly advised that clerks working towards this qualification attend the training sessions.

Following a discussion Cllr Mrs Hunt proposed that **"the Town Clerk should attend the four-day CILCA course in Eastleigh, Hampshire at a cost of £340 ex VAT to be taken from the Staff Training Budget No. 4.07 and travelling expenses at 45p per mile to be taken from Budget No. 4.07"**. Cllr Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

The Town Clerk presented a report written by the Deputy Town Clerk which outlined the benefits of studying for a Cert HE in Community Engagement.

Cllr Harris informed the meeting that there is currently a balance of £7,115 in the General Reserve Staff Training Budget and the course fees could be taken from this budget.

213. Staff Matters (continued):

Following a discussion Cllr Mrs Hunt proposed that **"the Deputy Town Clerk completes a Cert HE**

Staff and Salaries Committee – 19th November 2018 (continued):

in Community Engagement over a period of two years. The course fees of £5,880 to be taken from General Reserve Staff Training Budget No. 8.21." Cllr Harris seconded and the vote was unanimous. **RESOLVED.**

i) To receive and consider a staffing report from the Works Manager, if available.

The Town Clerk informed members that the Works Manager's report is included within the Town Clerk's Report.

j) To receive and consider a staffing report from the Town Clerk, if available.

The Town Clerk presented the report at **APPENDIX A.**

Following a discussion Cllr Von Clemens proposed that **"the Town Council Offices close on Friday, 21st December at 12noon and re-open on Wednesday 3rd January 2019 at 9am"**. Cllr Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

The Town Clerk presented a private and confidential report regarding staff overtime. Prior to consideration of the report the Town Clerk left the room at 6.50pm.

Following a discussion Cllr Von Clemens proposed that **"the staff overtime, up to a maximum of £4,500, including on-costs, should be allowed, subject to the final details being agreed by the Responsible Financial Officer (RFO)"**. Cllr Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

The meeting closed at 7pm

Gillingham Town Council

Town Clerk's Report

Author: Julie Hawkins

1. STAFF MEETINGS

Regular staff meetings are now held. The meetings take place at the Town Hall every Monday morning between 9am and 10am and are attended by all Town Hall Staff and the Works Manager. The meetings are structured and recorded and are providing a useful form of communication. Minutes of the meetings are available on request.

2. RFO

On Friday 26th October interviews took place for the position of RFO. Four candidates were interviewed, and it was unanimously agreed to offer the position to Ms Debra Edwards. We are looking forward to welcoming Ms Edwards to the team on Tuesday 4th December.

3. STAFF TRAINING

The Town Clerk and Deputy Town Clerk have attended the DAPTC training course on budgeting and precepts. The Mayor's secretary has attended a Google Digital Training course and an Events Organiser Training course this month. All grounds staff attended the Saltex seminar and the Works Manager and Grounds Team Leader attended a Play Area BSEN1776 Regulation Changes training course this month. This week all grounds staff have attended a toolbox talk on ladder safety in readiness for the erection of the 100 small Christmas trees.

4. WELFARE FACILITIES AT THE COUNCIL WORKSHOPS

On Tuesday 6th November 2018 I visited the council's workshops at Old Market Centre in Gillingham. During my visit the Works Manager showed me the current welfare facilities available to council grounds staff.

Under the Health and Safety at Work Act, 1974, the town council, as an employer, has a legal duty to provide certain facilities in the workplace, to protect the health and safety of its employees. It is a requirement of the Town Clerk to ensure that these legal obligations are adhered to.

As an employer the town council must provide welfare facilities for its employees. Facilities should include toilets, an area to wash, and clean drinking water. Washing facilities should have running hot and cold water, soap and clean towels or other means of cleaning or drying.

Welfare facilities should include a place to store clothing (and somewhere to change if special clothing is worn for work).

The council also need to consider lighting, ventilation and temperature for all employees in their working environment. To have a healthy working environment, the council must make sure there is good ventilation - a supply of fresh, clean air drawn from outside or a ventilation system.

The council should also ensure there is a reasonable working temperature (usually at least 16°C, or 13°C for strenuous work). Lighting should be suitable for the work being carried out and there should be enough room space and suitable workstations.

A rest area should be provided where employees can sit, make hot drinks and eat food. Seats should be provided for employees to use during breaks. Rest areas or rooms should be large enough and have sufficient seats with backrests and tables for the number of workers likely to use them at any one time.

The current welfare facilities available to staff are not up to standard and improvements are needed. The council must do whatever is reasonably practicable to achieve this.

Following the visit, the GTC Health and Safety Working Party were informed and another visit was made on Friday 9th November. A report from the Health and Safety Working Party will be submitted to the Policy and Resources Committee on Monday 19th November.

6. CHRISTMAS HOURS

It is recommended that the Council Offices close at 12noon on Friday 21st December 2018 and re-open at 9am on Wednesday 3rd January 2019. The Town Clerk will respond to any telephone messages and emails during the closure and will be on-call for emergencies and funeral directors.

7. RECOMMENDATIONS:

- The Council Offices close at 12noon on Friday 21st December 2018 and re-open at 9am on Wednesday 3rd January 2019.