

**Minutes of the PERSONNEL COMMITTEE of Edenbridge Town Council held at Doggetts Barn on Tuesday 18 March 2019 at 10am**

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Present: Cllrs A Layland, M McArthur, S McGregor and R Orridge

In attendance: Town Clerk

- 1. TO RECEIVE APOLOGIES FOR ABSENCE** – Cllr J Scholey had a prior commitment.

Cllr M McArthur took the chair for this meeting.

- 2. DECLARATIONS OF INTEREST, INCLUDING ANY AMENDMENTS TO THE REGISTER** – none

- 3. TO CONFIRM THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 10 December 2019**

Resolved: that the minutes of the Personnel Committee meeting held on 10 December 2018 be duly signed as a true and accurate record of the meeting.

- 5. DISCUSSION OF PERSONNEL ISSUES**

- 5.1 Staff matters**

This year there has been a change in the hours the Information Assistants work to cover the extended period of sick leave currently being experienced by the Tourism Officer. Other health issues are currently being experienced by staff which have, and may, result in further time off.

- 5.2 Review of Medical Health Insurance and arrangements**

Resolved: to accept the Council's current Policy for a further year.

Resolved: to accept the quote of £7,569 from Aviva a £4 increase on last year. The Broker is attempting to get this reduced further to match the one off quote from AXA.

- 5.3 Pension issues including Contributions/Policies**

The triennial review of employers' contributions is due this year. Currently the employers' contribution for 2017/20 is 21.4%.

Resolved: to accept the proposed pension bandings for the year from 1 April 2019.

Following the introduction of the 2018 the LGPS (Miscellaneous Amendment) Regulations 2018. Cllr John Scholey has kindly offered to look at the seven new and amended discretionary clauses. He will make recommendations to Council to either adopt unchanged or to amend the policies.

- 5.4 Equalities Policy Review**

Resolved: to readopt the Equalities Policy which had been checked by Cllr Margot McArthur.

- 5.5 Succession Planning**

It was noted that the RFO had indicated that she is now also likely to retire early adding further pressure to the timeline. It was proposed that the Tourism Officer's role should be advertised in October, following the completion of the Council and staff review. ILCA training has been offered and accepted by both the part time Information Officers. If they achieve this it would be prudent for one or both of them to have the opportunity to start on the Certificate in Local Council Administration (CILCA) award.

Over the last 12 Months the review of the Council structure has been progressing with the next step to be to establish what staffing levels will be needed to achieve it. Please see item 5.9 below.

## **5.6 Health & Safety**

The targets and actions set last year were achieved and the Annual Review of the Council's Health & Safety Policy was completed and reported to Council in December. The manual was updated to reflect recent changes in legislation and guidance at this time, and staff informed.

The Council is now using the Ellis Whittam compliance centre to monitor and record actions from the Annual Review, which are recorded and signed off on screen. The Council was awarded 96% compliance at the End of Year Audit and four of five tasks identified this year have already been completed. The only outstanding action is a review of the COSHH Information and Assessment. This has not been classified as urgent and will be carried out later this year as time allows.

### **Health & Safety Performance Review 2018**

The Health & Safety Performance Review was reported to December Council. There were no RIDDOR reportable incidents.

**RIDDOR Report 2019** This year there has been a reportable incident as a member of the groundstaff got a thorn prick in his hand that required a surgical washout and overnight stay in hospital. The incident was reported as he was absent from work for over 8 days. In light of this incident a review of the gloves worn to carry out this task was undertaken and, in an attempt to prevent a re-occurrence, a different type of glove is being trialed.

## **5.7 Pay rises, job descriptions and job evaluations**

Two members of staff are eligible for consideration for a triennial increase within the next financial year. These are awarded after 3 complete years in a grade, subject to satisfactory service (to a maximum of three increments).

**Local Government Association Pay rise:** Council employees are to receive the second half of the two-year pay increase from 1 April 2019. The offer includes the introduction of a new national pay spine on 1 April 2019. This takes into account the condensing of the lower payscales over recent years. It was anticipated that this would result in a balancing for staff in higher pay scales. This has not happened. Unfortunately this change has further distorted the job grades, set following the 2006 job evaluation and this now needs reviewing. There are some very noticeable anomalies.

Resolved: that as the next part of the Council review, when staffing roles are considered, the job gradings should be looked at in an effort to reinstate the balance within the structure,

## **5.8 TUPE – Toilet Cleaner**

Conversations were started in early February with regard to the possible TUPE transfer of the toilet cleaner. Members considered the proposal and

Resolved: due to the cost involved to keep the job in house until the current incumbent retires/leaves service.

## **5.9 Council Review**

Members considered the further work that has been carried out on the review of the Council meeting structure. The Terms of Reference for Committees have also been updated. Some minor amendments were proposed following which it was

Resolved: that the Clerk should develop a staffing pattern to deliver the new Council structure and work with Cllr J Scholey, M McArthur and S McGregor to reassess the staff roles following which to propose it to Council.

The meeting closed at 10.40am