PERSONNEL COMMITTEE MEETING

Wednesday 27th November 2019 at 9.00am

at The Roy Underdown Pavilion, Baron Road, Hamble SO31 4RN

This meeting is open to members of the public.

AGENDA

1. **Appointment of Chair**
2. **Welcome**
   a. Apologies for absence
   b. Declaration of interest and approved dispensations
   c. Approve minutes
3. **Public Session**
4. **Review and Amend Terms of Reference**
5. **Lone Working and Violence to Staff**
6. **Pay approach to 2020/21**

   Exempt Business - To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.
7. **Staffing Issues**

Dated: 20th November 2019 **Signed:** *Amanda Jobling,* Clerk to Hamble Parish Council

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UPCOMING PARISH COUNCIL MEETINGS

Full Council – Monday 9th December, 7pm (venue TBC)

Asset Management Committee – Tuesday 7th January, 8.30am at The Roy Underdown Pavilion

Full Council – Monday 13th January 2019, 7pm at The Roy Underdown Pavilion

Planning Committee – Monday 27th January 2019, 7pm at The Roy Underdown Pavilion

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OTHER UPCOMING PUBLIC MEETINGS

Eastleigh Borough Council Local Area Committee Meetings

Thursday 21st November, 6pm at Hamble Primary School (proposed venue)

Thursday 23rd January, 6pm at Hamble Primary School (proposed venue)

Hamble Parish Council

Personnel Committee
Terms of Reference.

1. Introduction

The Personnel Committee has been established by the Council in order to provide better management of the Council's employees with regard to their welfare, recruitment, appraisal and salary reviews. It will also manage and disciplinary and grievance issues.

2. Membership

Members and the Chairman of the Committee will be appointed in accordance with Standing Order 4.d.vi. Additional, Councillor or Non Councillor member(s) with relevant professional experience may be co-opted, but such Non Councillor member(s) will not have voting rights and are subject to item 4 in the same way as councillors.

The Chairman of the Council is an ex officio member but may also be a member in his or her own right.

3. Meetings

The committee will meet at least once a year.

All meetings are meetings that by law must be advertised with 3 days' notice and open to the public. They can be held anywhere in the public domain, and at any reasonable time.

A quorum of three members is required to transact business.

4. Confidentiality

All members must preserve confidentiality of personnel discussions held at meetings, and particularly that of 'exempt business', when the committee decides that "publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings."

5. Delegated Powers

Subject to agreement by the full Council, the Committee will hold delegated powers to deal with all personnel, employment and recruitment issues, with where necessary, reports and recommendations being made to the full Council.

In cases of emergency that will not wait until the next Council meeting, the Committee will have full powers to act on behalf of the Council.

6. Remit of the Committee

The Committee has delegated authority to;

- Advertise for, and recruit staff as directed by the Council
- Recommend changes in staffing
- Review and ensure all current employment legislation is met
- Review contracts of employment
- Review salaries
- Deal with disciplinary and grievance issues
- Review and ensure compliance with Health and Safety law, and matters.
- Any other personnel action as directed by the Council

7. Appraisals.

The Committee will receive annual appraisals undertaken by the line managers (the Chairman for the Clerk and the Clerk for other members of staff) and consider issues raised within them.

8. Recording of decisions.

All meetings will have proper minutes taken and other records kept, as required.

9. Amendment Record

Version 1:   Initial Issue

Lone Working: Policy, Procedures and Practice Guidance
Policy Statement
Where the conditions of service delivery or its associated tasks require staff to work alone, both the individual staff member and managers have a duty to assess and reduce the risks which lone working presents.

Purpose
This policy is designed to alert staff to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks.

Scope
This policy applies to all staff who may be working alone, at any time, in any of the situations described in the definition below.

Context
Lone workers face the same risks as anyone else, as well as those directly related to their work. Within Hamble parish Council overall policy relating to safer working practices, support for lone workers is an essential part, and the same principles apply, particularly:
- a commitment to supporting staff and managers both in establishing and maintaining safe working practices
- recognising and reducing risk
- a commitment to the provision of appropriate support for staff a clear understanding of responsibilities
- the priority placed on the safety of the individual over property a commitment to providing appropriate training for staff
- Equipment such as mobile phones, personal alarms and torches will be made available as appropriate.

Definitions
A lone worker is an employee who performs an activity that is carried out in isolation from other workers without close or direct supervision. Such staff may be exposed to risk because there is no-one to assist them and so a risk assessment may be required.

Mandatory Procedures Personal Safety
- Staff must not assume that having a mobile phone and a back-up plan is a sufficient safeguard in itself. The first priority is to plan for a reduction of risk.
- Staff should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.
- Before working alone, an assessment of the risks involved should be made in conjunction with the line manager
- Staff must inform their line manager or other identified person when they will be working alone, giving accurate details of their location and following an agreed plan to inform that person when the task is completed. This includes occasions when a staff member expects to go home following a visit rather than returning to their base.

• Managers must ensure that there is a robust system in place for signing on and off, and that staff use it.

• If staff deviate from an agreed pre-planned programme of work, they must inform their line manager.

• If a member of staff does not report in as expected, an agreed plan should be put into operation, initially to check on the situation and then to respond as appropriate.

• Arrangements for contacts and response should be tailored to the needs and nature of the team. Issues to take into account include:

    o staffing levels and availability

    o the identified risks

    o measures in place to reduce those risks

• Where staff work alone for extended periods and/or on a regular basis, managers must make provision for regular contact, both to monitor the situation and to counter the effects of working in isolation.

• Staff working in the community should be issued with a mobile phone; they are responsible for checking that it is charged, in working order, and with sufficient credit remaining with the relevant provider. Personal alarms may also be provided.

Assessment of risk

• In drawing up and recording an assessment of risk the following issues should be considered:

    o the environment – location, security, access

    o the context – nature of the task, any special circumstances

    o the individuals concerned – indicators of potential or actual risk history – any previous incidents in similar situations

    o any other special circumstances

• All available information should be taken into account and checked or updated as necessary

• Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to sending a second worker or making other arrangements to complete the task.

• While resource implications cannot be ignored, safety must be the prime concern. Planning

• Staff should be fully briefed in relation to risk as well as the task itself.

• Communication, checking-in and fall back arrangements must be in place.

• The team manager is responsible for agreeing and facilitating these arrangements, which should be tailored to the operating conditions affecting the team.

Reporting

• Should an incident occur, the reporting and de-briefing should follow standard company guidance, which can be found in Accident and incident log

• The identified person should debrief in the first instance; if this is not the staff member's line manager, that manager should be informed as soon as practicable, and continue the process.

Lone worker devices

• It is the line manager's duty to ensure that each member of the team is issued with a lone worker device, if appropriate.

• The manager should ensure that device users receive adequate training and are competent in the use of their devices.

• Department managers are responsible for overall monitoring of lone worker device usage.

• Employees are responsible for keeping their devices in good working order, reporting any problems with devices and for ensuring that device batteries are fully charged before working alone.

Assessment of Risk
See Lone working Risk Assessment

Monitoring and Review
• The ongoing implementation of the Lone Working Policy will be monitored through the supervision process.

• Lone working and risk assessment will be regular agenda items for team meetings.

• Any member of staff with a concern regarding these issues should ensure that it is discussed with their supervisor or with the whole team, as appropriate.

• The policy will be reviewed as part of the regular cycle of reviews, unless changing circumstances require an earlier review.

9. Support – Internal and External

• Suzy Lamplugh Trust A leading charitable authority on personal safety. The Trust are a registered charity, and a leading authority on personal safety:
http://suzylamplugh.org

• Health and Safety Executive (HSE) The HSE has published a range of guidance and support materials to help employers manage the risk of work-related violence to staff. This includes a set of case studies demonstrating good practice in managing the risks to Lone Workers. These are all available on the HSE website.

Location/Dept:			Date Assessed:			Assessed by:	
Task/ Activity: Lone Working			Review Date:			Reference Number:	

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Dealing with the Public (general and at all locations)	Treats, abuse and violence	Employees	Avoid lone working where possible – more than one member of staff at a time Keep a register of violent and aggressive customers and ensure staff are aware of it. Make all staff aware of potential problem customers and the issues Ensure Staff are trained on dealing with violence and aggression Avoid confrontational situations – such as unauthorised users of our facilities and services unless additional security is available Ensure staff are trained to recognise people that are drunk or on drugs				
Dealing with the public - Office	Treats, abuse and violence		Avoid lone working where possible Have panic alarms linked to mobiles of other staff Employ tactics to de-escalate situation but where necessary remove yourself from the space (I need to get a file and exit office via door to hall) Resort to other forms of communication such as letter, telephone or email to				Arrange appointments where problems are suspected when other staff are around. Keep doors locked when outside of opening hours Mobile phone to be kept available for emergency use

			reduce risk. Ensure all staff are aware of potential flash points Ensure an exit route is always available Train and undertake practice exercises Manager to make contact at key points during the day such as closure at lunchtime or at the end of the day				
Dealing with the Public on site	Treats, abuse and violence		Do not confront members of the public unless others are around and do so in an unconfrontational fashion Where needed summon the Police Have Panic alarms and mobile tracker devices Vehicles should be seen as a place of safety and parked near to the location of work.				
Dealing with animals	Risk of attack		Do not confront any aggressive animals If an animals causes concern the owner should be asked to control/remove it. Where animals are not under control the Police, Dog warden or RSPCA should be contacted				
Walking between offices / sites	Walking in remote locations / in dark Theft of valuables Violence / aggression		Communications provided for staff working remotely. Sites are well lit. Guidelines on walking alone are included in the H&S policy.				Provide vulnerable staff with attack alarms Mobile phones to be kept charged

							Training for staff on dealing with violence and aggression
Working in remote locations	Ill health or accident		Details of where work is taking place should be confirmed before setting out with supervisor Charged Mobile device with tracker should be used Call arrangements should be in place and procedure agreed when call not made. First Aid kit in vehicle				
Working in remote locations	Accident Violence / aggression		Communications provided for staff working remotely. Provisions for first aid in place. Regular communications with individual and manager. Destination / current location logged with manager / office				Provide vulnerable staff with attack alarms. Mobile phones to be kept charged. Safe systems of work to be established. Training for staff on dealing with violence and aggression. Consider automatic warning devices /alarms.
Working with hazardous substances / work equipment Working at height	Exposure to chemicals Injury from equipment Equipment failure	Employees	All equipment is supported by a RA and staff should be familiar with them including suitability for use as a lone worker Site visits to either the Foreshore or Westfield Common should be carried out				Establish safe systems of work for work with hazardous substances / equipment Establish emergency plans, including fire, first aid etc.

Working near water	Fall from height Restricted access to first aid		in daylight and contact with the water/mud avoided.				Supervision for high risk activities
Meetings with clients / customers	Violence / aggression		Interview rooms laid out so that access remains unimpeded during interview. Use of emergency call buttons for onsite rooms.				Check authenticity of clients / customers prior to visit Arrange to meet clients / customers in office / public places Other staff to attend where possible Training for staff on dealing with violence and aggression
Working alone in premises off site	Accident / incident Restricted access to support work Equipment failure Security / violence		Destination / current location logged with manager / office Lighting and security adequate at all premises Access to members of the public to be restricted until other staff or Councillors are present Check for safe means of escape in buildings Communications kept available for staff working alone				Establish plans for emergencies Consider automatic warning devices / alarms Avoid working alone where possible
Out of hours working or night working	Accident Violence / aggression		Premises to be well lit Communications kept available for staff working nights				Ensure staff have access to suitable means of transport to prevent walking / driving alone where possible

			Emergency plans established for night operations such as responding to building alarms				Provide vulnerable staff with attack alarms Mobile phones to be kept charged Health assessments offered to establish fitness to work

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD						
	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5

SEVERITY (CONSEQUENCE)

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Hamble Parish Council
Personnel Committee
20th November 2019

Pay approach

Up until this year it has not been possible to ensure that appraisals are completed ahead of the budget setting exercise. This year I plan to set the appraisals starting with my own over the remainder of the month and into December.

The appraisal process will allow the council to evaluate staff performance against clear targets and to identify training and development needs.

Pay is determined by three factors

The national pay award which set pay increases across the whole of local government. Negotiations have been ongoing but no figure has yet been agreed. For budgeting purposes, a figure of 2.5% is recommended until confirmation is received.

Our own pay policy allows staff to be awarded a pay increase where performance merits it and where there is still scope within the pay grade. A number of staff are at the top of their grade and would not be able to benefit from a pay point increase although they will still benefit from the national award

Staff can be awarded a performance payment to reflect good or exceptional performance throughout the year. This payment is not an increase on their salary and does not attract pension contributions but is taxable.

A confidential note sets out the pay arrangements for last year as they applied to staff.

For budget purposes the committee is asked to give an indication as to how they may wish to agree pay awards this year although a summary of performance will be provided to the next meeting.

Members are also asked to consider what priorities they wish to set for the staff team for 2020/21 to enable individual targets to be met.

Recommendation

To confirm set a figure of 2.5% as a budget figure to reflect the national pay award in the absence of a figure

To agree targets for the staff team for 2020/21

Indicate the council's broad approach to pay for the next year subject to appraisals being concluded.