Hamble-le- Rice Parish Council PERSONNEL COMMITTEE



THURSDAY 8TH FEBRUARY 2018 at 9.00 - 10.30AM

Roy Underdown Pavilion, Baron Road, Hamble-le-Rice

1a	Apologies for absence
1b	Declaration of interest and approved dispensations
1c	To approve minutes
Section 2	Public Session
Section 3	Staffing Issues
Section 3	Staffing Issues Pay and Reward Policy and Target setting for the Clerk for 2018/9

Section 1.

Welcome

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.

The Schedule 12A categories have been amended and are now subject to the public interest test, in accordance with the Freedom of Information Act 2000. This came into effect on 1st March 2006.

It is considered that the following items are exempt from disclosure and that the public interest in not disclosing the information outweighs the public interest in disclosing the information.

0.1		5 /
Clerk		Date

8Th February 2018 Personnel Committee

Agenda item: Performance and reward

To recommend to Council a pay and reward policy and the Clerks priorities for 2018/9 to enable appraisals to take place.

The Council has historically used the appraisal process to assess staff performance, set targets and to review pay. The rationale for the previous pay arrangements have not been clear and have caused both confusion and upset with staff with a number of them not understanding why pay increases have not been awarded despite good performance. The Council needs to clarify this position which is now easier as a result of the fact that all staff are on the same contractual terms.

There are two differing options for pay policy and reward.

Pay Options	Positive	Negative
Salary scale payments – Staff on a pay point within a grade of say 5 points. Each year's staff automatically go up to the next pay point until they reach the top of their scale	Easy to understand and it is liked by staff as length of service is rewarded. All staff treated the same	Results in an annual drift upwards in salary costs to the organisation Doesn't reward performance rather length of service
Pay point – Staff are on a pay point within a grade as above but the automatic up grade does not apply. Rather performance is reviewed and pay reflects this. Awards could be more than one point is chosen.	It enables staff to be clear about what they are being measured on and in terms the reward process	Can result in people feeling their contribution isn't understood if the award is not given.

The new Handbook refers to option 2 as the preferred route and this has been the basis of the consultation with staff. If Council opts for option 1 it will require further change to the handbook and further consultation.

All bar two posts are at the top of the grade prior to the JE process taking place. This means that there is no scope for pay increases and this needs to be spelt out to staff. For staff in this position the Council can consider giving a one-off performance payment making it clear this is the only available option given the post holder is at the top of the grade. Due to the Job Evaluation process 3 staff will be reviewed and this might result in an increase in grade and the option for future awards if they are appointed to the bottom of a new grade. Importantly under either system the Council needs to agree the priorities for the next 12 months so that the Clerks appraisal targets are set and in turn cascaded to others. Members are asked to decide how this process will take place. It could include a list being drawn up by the Personnel Committee and circulated to members for comment or an item tabled on the next Council meeting. Given the timing of this meeting it will be necessary to include and item on the Council Agenda in order that the work can be concluded by the end of the year.

Clerk's Priorities for 2018/19

Infrastructure and place shaping	•	Environmontor	Dianning	Community	Assets
Health and Safety Action Plan reduction initiative — water top up and Occupational Health Assessments Occupational Health of DSE End of year accounts and archive Financial Review Standing Orders Regulations Biodiversity Plan - action plan Plan - action plan Plan - action Regulations Plan - action plan Plan - action plan Plan Plan - action plan Plan Plan - action plan Plan Procurement for benches, bins and signage Hamble Ferry Planning Plan - action plan Pl		Environmental	Planning,	Community	ASSETS
Health and Safety Action Plan Legionella Cocupational Health of DSE End of year accounts and archive Update Financial Risk Assessment Sasessment Cupdate Financial Review Standing Orders Plan					
Health and Safety Action Plan Legionella Occupational Health Assessments Risk Assessments Occupational Health of DSE End of year accounts and archive Financial Risk Assessment Review Standing Orders Review Financial Regulations Review Standing Orders Review Standing Orders Review Financial Risk Regulations Regulations Plastic reduction reduction reduction initiative – water top up and fountains systems for Planning – loading up plans/printing off, site visits, tree warden. Set up new systems for Planning – loading up plans/printing off, site visits, tree warden. Set up new systems for Planning – loading up plans/printing off, site visits, tree warden. Set up new systems for Planning – loading up plans/printing off, site visits, tree warden. Equipment purchase for planning committee Housing Needs Arrange Annual Parish Meeting Review Financial Risk Standing Orders Review Financial Risk Standing Plan – action plan Financial Risk Standing Orders Review Financial Risk Standing Plan – action plan Financial Risk Standing Plan – action Plan Regulation Regula	April 2018		•		
Safety Action Plan Legionella Occupational Health Assessments Occupational Health of DSE End of year accounts and archive Update Financial Risk Assessment Review Standing Orders Review Financial Regulations reduction initiative – water top up and fountains reduction initiative – water top up and fountains systems for Planning – loading up plans/printing off, site visits, tree warden. Strategy Financial Risk Assessment Strategy Community plan Signage Hamble Ferry Hamble Sea Scouts Hamble Squash Hamble Football Comms strategy Football Strategy Football Comms Strategy Football	Hoolth and	Diagtic		Library	Droguromont for
Plan Legionella Occupational Health Assessments Risk Assessments Occupational Health of DSE End of year accounts and archive Update Financial Risk Assessment Review Standing Orders Regulations Initiative – water top up and fountains Planning – loading up plans/printing off, site visits, tree warden. Planning – loading up plans/printing off, site visits, tree warden. Equipment purchase for planning committee Housing Needs Assessment Arrange Annual Parish Meeting Review Standing Orders Regulations Initiative – water top up and fountains Planning – loading up plans/printing off, site visits, tree warden. Equipment purchase for planning committee Housing Needs Assessment Arrange Annual Parish Meeting Website renewal HVMH license HVMH license HRSC license GE application GE application Email alerts system				•	
Legionella Occupational Health Assessments Risk Assessments Occupational Health of DSE End of year accounts and archive Update Financial Risk Assessment Review Standing Orders Review Financial Regulations Tele survey Standing Orders Regulations top up and fountains loading up plans/printing off, site visits, tree warden. Equipment purchase for planning committee Hamble Ferry Hamble Sea Scouts Hamble Sea Scouts Hamble Ferry Hamble Ferry Hamble Sea Scouts Hamble Ferry Hamble Ferry Hamble Sea Scouts Hamble Ferry Hamble Ferre Hamble Ferry Hamble Ferry Hamble Ferre Hamble Ferry Hamble Ferry Hamble Ferry Hamble Ferre Hamble Ferre Hamble Ferre Hamble Ferre Hamble Ferre	· · · · · · · · · · · · · · · · · · ·		-	,	•
Occupational Health Assessments Risk Assessments Occupational Health of DSEfountainsplans/printing off, site visits, tree warden.Hamble Sea Scouts Hamble Squash Hamble FootballEnd of year accounts and archiveCommunity orchard phase twoEquipment purchase for planning committeeComms strategyBeach Hut Café valuationUpdate Financial Risk AssessmentTree survey work – follow upHousing Needs AssessmentArrange Annual Parish MeetingGarden licensesReview Standing OrdersBiodiversity Plan – action planLocal Plan Reg 19 (June)Website renewalHVMH licenseReview Financial RegulationsCycle racks/rentingMDL applicationPublic art at Coronation ParadeHRSC licenseGE applicationEmail alerts systemMudland moorings			_	pian	
Health Assessments Risk Assessments Occupational Health of DSE End of year accounts and archive Tree survey Financial Risk Assessment Review Standing Orders Review Financial Regulations Typical Regulations Financial Regulations Occupational Health of DSE Equipment purchase for planning committee Housing Needs Assessment Fiquipment purchase for planning committee Housing Needs Assessment Assessment Assessment Assessment Financial Regulations Financial Regulations Figure Financial Regulation Figure Figur			.		
Assessments Risk Assessments Occupational Health of DSE End of year accounts and archive Update Financial Risk Assessment Review Standing Orders Review Financial Review Financial Regulations Tree survey Work – follow up Assessment Housing Needs Annual Parish Meeting HVMH license HVMH license HRSC license Fundation Parade GE application GE application Femail alerts system Mudland moorings		iountains			
Risk Assessments Occupational Health of DSE End of year accounts and archive Update Financial Review Standing Orders Review Financial Regulations Regulations Equipment purchase for planning committee Housing Needs Assessment Housing Needs Assessment Arrange Annual Parish Meeting Website renewal HVMH license HVMH license HVMH license HVMH license HRSC license GE application GE application Email alerts system Mudland moorings					
Assessments Occupational Health of DSE End of year accounts and archive Update Financial Risk Assessment Review Standing Orders Review Financial Regulations Equipment purchase for planning committee Housing Needs Assessment Housing Needs Assessment Housing Needs Assessment Annual Parish Meeting Website renewal HVMH license HVMH license HRSC license GE application Financial Regulations GE application Email alerts system Mudland moorings			tree warden.		Hamble Football
Coccupational Health of DSE					
Health of DSE End of year accounts and archive Community orchard phase two Dlanning committee Update Financial Risk Assessment Financial Review Standing Orders Cycle Financial Regulations Cycle Financial Regulations Cycle Financial Regulations Cycle Financial Regulation Cycle Financi					
End of year accounts and archive orchard phase two planning committee Update Financial Risk Assessment Review Standing Orders Review Cycle Financial Regulations Review Garden licenses Beach Hut Café valuation Beach Hut Café valuation Strategy Financial Parish Assessment Housing Needs Annual Parish Meeting Local Plan Regulation MDL Public art at Coronation Parade GE application GE application Financial Regulations GE application Financial Regulation GE application Financial Regulation Financial Regulation Financial Regulation Financial Regulation GE application Financial Regulation Fina	· · · · · · · · · · · · · · · · · · ·				
accounts and archive two planning committee Update Financial Risk Assessment Review Standing Orders Review Cycle Financial Review Financial Regulations Review Cycle Financial Regulations Regulations Tree survey Housing Needs Arrange Annual Parish Meeting Local Plan Reg 19 (June) 19 (June) Public art at Coronation Parade GE application Strategy valuation Website renewal Financial Application Financial Regulations Regulations Mudland moorings System		Community	Equipment	Commo	Roach Hut Cotá
two planning committee Update Financial Risk Assessment Review Standing Orders Review Financial Review Standing Orders Review Financial Review Financial Review Financial Regulations Review Gramble Financial Regulations Tree survey work – follow up Housing Needs Arrange Annual Parish Meeting Local Plan Regulation Website renewal 19 (June) Public art at Coronation Parade GE application Financial Regulation Email alerts System Mudland moorings					
Update Financial Risk Assessment Review Standing Orders Review Financial Review Standing Orders Review Financial Review Financial Review Financial Review Financial Review Financial Review Financial Regulations Cycle Financial Regulations Cycle Financial Regulation GE application Committee Housing Needs Arrange Annual Parish Meeting Website renewal HVMH license HVMH license HRSC license GE application Farade Mudland moorings System		•	•	Strategy	valuation
Update Financial Risk AssessmentTree survey work – follow upHousing Needs AssessmentArrange Annual Parish MeetingGarden licensesReview Standing OrdersBiodiversity Plan – action planLocal Plan Reg 19 (June)Website renewalHVMH licenseReview Financial RegulationsCycle racks/rentingMDL applicationPublic art at Coronation ParadeHRSC licenseGE applicationEmail alerts systemMudland moorings	alchive	LVVU			
Financial Risk Assessment Work – follow up Assessment Annual Parish Meeting Review Standing Orders Review Financial Review Financial Regulations Regulations Website renewal Fundancial Parish Meeting Fundancial Public art at Coronation Parade GE application GE application Financial Regulation Email alerts system Mudland moorings	Lindata	Troo curvov		Arrango	Gardon liconoco
Review Standing Orders Plan — action plan Review Cycle Financial Regulations GE application Parish Meeting Website renewal HVMH license HVMH license HVMH license HRSC license GE application Email alerts system		-			Garden licenses
Review Standing Orders Plan — action plan Review Financial Regulations Cycle racks/renting Cycle application GE application CE appli		work – follow up	Assessment		
Review Standing Orders Plan – action plan Review Cycle Financial Regulations Regulations Biodiversity Plan – Biodiversity Plan – action plan Cycle Topication Public art at Coronation Parade GE application GE application Coronation Parade GE application Financial Regulations GE application Biodiversity Plan Regulation Public art at Coronation Parade GE application Mudland moorings System	Assessifient				
Standing Orders Plan – action plan 19 (June) renewal Review Cycle racks/renting Public art at Coronation Parade GE application Email alerts system Regulations GE application Email alerts system	Review	Riodivorsity	Local Dian Box		H\/MH liconec
Orders plan Review Cycle racks/renting application Parade GE application Email alerts system Public art at Coronation Parade GE application Email alerts system Mudland moorings		-	_		HVIVIH IICEHSE
Review Financial Regulations Cycle racks/renting Public art at Coronation Parade GE application GE application GE application GE application Financial Regulations GE application GE application Financial Coronation Parade GE application Financial Resc license Mudland moorings System			19 (Julie)	Tellewal	
Financial racks/renting application Coronation Parade GE application Email alerts system Mudland moorings		•	MDI	Public art at	HRSC licansa
Regulations Parade GE application Email alerts system Mudland moorings		•			TIINOO IICETISE
GE application Email alerts Mudland moorings system		racks/renting	аррисацоп		
system	rtogalationo		GF application		Mudland moorings
			OL application		i waalana mooningo
Audit Asset area HCC follow up Festive lights Hamble I ife Boat -	Audit	Asset area	HCC follow up	Festive lights	Hamble Life Boat –
response and plans ie on Hamble and carols in lease and operating			· ·	_	
actions Heather Lane and the square agreement	•	· ·			
Gardens, Travel Plan					J
Westfield		*			
Common					
Complete Village design Burial Review football	Complete		Village design	Burial	Review football
Transparency statement records – booking			•	records -	booking
act work exclusive arrangements	-			exclusive	
right of burial				right of burial	
Asset register Police/Station Youth Review of leases	Asset register		Police/Station		Review of leases
update site car park Service and			site car park	Service and	
HYPE money			<u>'</u>	HYPE money	
Office Congestion Magazine - Recruitment	Office		Congestion	Magazine –	Recruitment
changes and and Travel plan redesign	changes and			redesign	
extra work	changes and		•		
stations					

	I 5	Τ= .	DUD
Prepare for	Planning	Foreshore	RUP
General Data	principles	markets	repairs/refurbishment
Protection Act			
Members		Centenary	Cleaning contract for
interests		Event	WCs
Bank		Christmas	EE mast
Mandate for		Market	
Jeanette			
Post April		YMCA site	Allotment Plan
		visit	
External audit		Travel	Folland Cricket team
		Tokens	
Annual		PCSO	Dinghy WG and
Council			Plan
meeting			
(review of all			
policies)			
Accident		TS Mercury	Review Ringo
investigation			3
follow up			
			Mount Pleasant
			Cemetery Plan –
			improvements and
			new plots
			Utility supply issues
			Bartlet Fields play
			area replace
			New Car Park Card
			Machine

8th February 2018 Personnel Committee – Approve the Job Description, Pay Scale and Appointment of an Admin Assistant, Agenda Item 3b

To recommend to Council the appointment of an admin assistant based on the Job Description and the proposal pay point and grade.

The Personnel Committee has agreed in principle the need to restructure a number of current posts within the Council as well as the need for additional admin support.

Work has stated using the Bank Hours to retain support to scan documents to enable the Council to move to electronic filing and in so doing to free up space in the office. This work will help to stream line the office as well as prepare for the changes to data management from May.

Additional help is sought to reflect changes to the role of the Assistant Clerk and also additional work that is anticipated such as the coordination of volunteers at the Community Hub.

The Job description is attached for approval. If approved the grade for the role can be agreed (based on market information) and the timetable for recruitment subject to Council approval.

Appendices
Job Description
JE matrix

Main Purpose Of Job

Hamble Parish Council is a small but busy Parish Council. It manages a range of facilities and services as well as acting as a point of contact to the community. It does business in person at the parish office, through the web and over the phone. The Council provides car parking, play areas, sports fields and pavilion, allotments, a dinghy park and manages significant areas of open spaces in the village.

The post holder will be expected to be the first point of contact to the public as well as ensuring that service requests are recorded and dealt with promptly. They will be expected to arrange meetings and other events including function room bookings, refreshments and agenda paper dispatch. Importantly they will need to handle cash and raise orders and invoice customers and ensure payments can be made as needed. You will report to the Deputy Clerk.

What It Has To Achieve?

Ensure that admin support is provided to the Clerk, Deputy Clerk and Groundsman in their work as well as providing a first-class customer service to all those contacting the service.

Key Duties/Accountabilities:

Finance

To update & maintain a booking diary, answer queries and generate invoices for the hire of pitches and pavilions.

To use the council's procedures for cash handling and reconciliation, including sales to the general public.

To ensure that orders, invoices and payments are entered in the financial system in accordance with the Councils policy.

Liaise with creditors and debtors and resolve queries relating to invoices, orders and payments.

Community

To act as a point of enquiry and source of general and visitor information for telephone and personal callers

To use internal systems to record and monitor customer activity levels on a daily basis.

Manage enquiries from undertakers and members of the public about burials, internments and memorials within the Council cemetery.

Working with others

Undertake tasks as directed in support of the Clerk, Deputy Clerk & Groundsman Contact other organisations and agencies on behalf of residents.

Organisational

To arrange the distribution and display of Council documentation, including agendas, minutes & public notices, as directed by the Clerk/Deputy Clerk.

To provide general administrative support to include the processing of post, preparing and distributing letters, photocopying, maintenance of paper and electronic filing systems and databases, stationery and office equipment stocks, information and resource library.

Ensure that council information is kept up to date across a range of mediums.

To provide limited cover for Council and Committee meetings including note taking.

Other

Undertake training provided or arranged Hamble Parish Council

Undertake such other duties as may be required commensurate with the grade of the post.

Adhere to the Council's Policies and Procedures

Additional Duties & Accountabilities

Maintain a high standard of personal presentation.

Keep the Office in a clean, secure and tidy condition.

Assist with the allocation of Dinghy Park Permits

Undertake research to identify the cost of supplies and services

Suitable candidate will need the following

This section is to define/qualify the expertise/capability which is ESSENTIAL to meet job demands.

Qualifications

Minimum of 5 GCSE's including English and Maths

Personal Attributes / Competencies

The role of Admin Assistant is a busy one, dealing with multiple issues for customers, colleagues and other organisations. It requires a calm manner, an ability to work with pace and without error. You will need to be able to work with a minimum supervision, self-organise and prioritise information. You should like dealing with people and helping to solve problems or queries. You will play a critical part in a small team so you must be reliable and dependable and have a good sense of humour.

Essential Functional / Technical Skills

Ability to use emails, spreadsheets and software that supports administrative processes

Experience of raising invoices

Good oral communication skills

Be literate and numerate

Business Knowledge

Understanding of the Council's role within the community

Memorial Hall, High Street, Hamble-le-Rice, Southampton SO31 4JE 02380453422

Understanding of the Council's responsibilities with regards to the areas it manages within the Parish

An appreciation of the impact the role has on the Council and its objectives

Experience of working within a busy customer focused environment

Experience of administrative and accounting systems

Willing to be a first aider