



## LONDON COLNEY PARISH COUNCIL

To: Councillor H Pakenham (Chair), K Gardner, M MacMillan, and L Winstone

23 November 2022

You are hereby summoned to attend a **HUMAN RESOURCES COMMITTEE** meeting to be held on **WEDNESDAY 30 NOVEMBER 2022, 6.00 PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1JW**

**Emma Payne**  
Clerk

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### AGENDA

	<b>Page No</b>
<b>1. APOLOGIES</b> To receive apologies for non-attendance	
<b>2. NOTIFICATION OF SUBSTITUTES</b> To receive notifications of substitutions made to the Clerk	
<b>3. DECLARATION OF INTERESTS</b> To receive members declarations of interest in items on the agenda.	
<b>4. MINUTES AND MATTERS ARISING (FOR INFORMATION ONLY)</b> To approve the minutes of the meetings held on 27 September & 4 October 2022 and note any matters arising (for information only).	<b>3</b>
<b>5. REPORTS TO COMMITTEES</b>	
<b>5.1 Review of Staff Contracts</b> To receive a report on the new contracts of employment including implementation of new working practices and a proposal to employ staff on a sliding scale.	<b>5</b>
<b>5.2 Update on Recruitment</b> To receive a verbal update on the recruitment of the Deputy Clerk and Facilities Officers.	<b>-</b>
<b>5.3 National Pay Award 2022/23</b> To receive an update on the National Pay Offer 2022/23	<b>7</b>



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|---|-----------|
| <b>5.4 Performance Management and Training Development</b>  | <b>8</b>  |
| To receive a report on the performance management and training development for Parish Council staff.  |           |
| <b>5.5 Parish Council Christmas Opening</b>   | <b>10</b> |
| To receive a report on the operating hours of the Parish Council Office during the festive period.  |           |
| <b>6. WORK PROGRAMME</b>  |           |
| To receive this committee's Work Programme  | <b>12</b> |
| <b>7. CONFIDENTIAL ITEMS</b>  |           |
| To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960. |           |
| <b>7.1 Grounds Maintenance Staff</b>  |           |
| <b>7. DATE OF NEXT MEETING</b>  |           |
| 10 January 2023   |           |

**LONDON COLNEY PARISH COUNCIL  
MINUTES OF HUMAN RESOURCES COMMITTEE MEETING  
TUESDAY 27 SEPTEMBER 2022, 5.00PM  
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

**PRESENT:** Councillors H Pakenham, K Gardner, M MacMillan & L Winstone

**IN ATTENDANCE:** Emma Payne, Clerk

**1. APOLOGIES**

All present.

**2. DECLARATIONS OF INTEREST**

Cllr Pakenham declared a personal non-pecuniary interest in item 6.2, as the Bar Manager is a family member. Cllr Gardner will chair the meeting for part of this item.

**3. MINUTES FROM THE PREVIOUS MEETING**

The minutes of the previous meeting held on 12 July 2022 were adopted as a true record of the meeting.

**4. REPORTS TO COMMITTEES**

**4.1 Review of Staff Contracts**

Members were advised that the HR consultant had undertaken a review of the staff contracts of employment. There were several discrepancies across the contracts and a proforma contract, which adhered to the JCT terms and conditions had been supplied by the HR consultant. The Clerk will draft new contracts of employment for all staff and implement them with a phased approach.

**4.2 Update on Ancillary Staff Reorganisation**

Members were advised that the position of Facilities Officer is being advertised, but no applications have been received. The current caretaker will remain in situ until a replacement is found and will then be made redundant as they have indicated that they are not interested in the role. Other staff have been redundant.

**4.3 National Pay Officer 2022/23**

Members received a report outlining the proposed National Pay Award and noted its contents. The Clerk will advise when this pay award has been agreed and then it will be implemented to all staff.

**5. WORK PROGRAMME**

Members noted the work programme for this committee.

**6. CONFIDENTIAL ITEMS**

To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

**6.1 Update on Staff Review**

***Cllr Pakenham declared a personal, non-pecuniary interest for the second part of this item and Cllr Gardner chaired the meeting.***

Members received a report with an update on recommendation 7, 9 and 10 of the staff review. Recommendation 9 is being considered by Finance & General Purposes.

Members considered the report in relation to the ground's maintenance staff, and it was **RESOLVED** that:

***Summer and winter operating hours are implemented with effect from 1 November 2022 with the introduction of new contracts of employment. A financial incentive will be included in the negotiations.***

Members considered the contract for the Bar Manager and noted the proposal from the employee, which Members did not consider was appropriate. It was **RESOLVED** to:

***Continue with the current employment contract for the Bar Manager until the Finance & General Purposes Committee resolve recommendation of 9 of the staff review.***

## **6.2 HR Budget for 2023/24**

Members received a report for the HR budget for 2023/24.

Members were advised that following the review of salary scales, several members of staff should be on increased salary scales and a budget had been prepared to show what the increases would equate to. Members considered that due to the economic situation, it would not be possible to currently implement these recommendations. However, Members agreed that these recommendations would be revisited at a later date. It was **RESOLVED** to:

***Recommend to Finance & General Purposes Committee that the HR budget for 2023/24 is implemented with the existing salary scales and a 3% pay rise.***

## **7. DATE OF NEXT MEETING**

8 November 2022.

The meeting closed at 1840.

Signed: ..... Date: .....

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: HUMAN RESOURCES**

**DATE: 30 NOVEMBER 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: REVIEW OF STAFF CONTRACTS**

### **1. SUMMARY**

- 1.1 This report provides an update to Members on the implementation of new contracts of employment and terms and conditions. In addition, it updates Members on the implementation of new working practices in relation to the Grounds Maintenance department.
- 1.2 Members are also asked to consider the appointment of staff on a sliding scale which was a recommendation from the Staff Evaluation.

### **2. RECOMMENDATION**

- 2.1 Members are asked to:
- a) Note the progress to date on the implementation of new contracts of employment
  - b) Note the implementation of the new terms and conditions for the ground's maintenance staff.
  - c) Consider adopting the recommendation from the Staff Evaluation to appoint staff on a sliding salary scale and not a single salary point.

### **3. BACKGROUND**

- 3.1 The Council's HR advisor has provided the Clerk with a NJC compliant contract of employment to be issued to staff. This will remove the anomalies in the staff's contracts which were reported to the last meeting, e.g., offering the same probationary period to all employees and providing NEST or LGPS pension, all of which could be viewed as discriminatory.
- 3.2 The new contracts of employment are issued on the basis of a member of staff being appointed on a sliding scale, and not the single salary points which the Council currently implements. A scale would typically operate between 5 and 6 salary points. The difference between the lowest salary points and the highest in a typical salary scale would be £2 per hour. The increase in a member of staff's salary if they were raised up a single salary scale point would be on average 20p per hour increase. For example, a member of staff on salary point 6, would see their hourly rate increase from £11.42 per hour to salary point 7 at £11.63 (21p per hour increase). With a part time member of staff, who works 15 hours per week, that equates to weekly increase of £3.15 before PAYE or £163.80 per annum.
- 3.3 The salary scale increase would be subject to a satisfactory performance review and could be withheld if the employee has not attained the performance level required for the position. Therefore it is proposed that the annual performance management is

undertaken between January – March to allow the increment to be implemented before 1 April.

3.4 Implementing this proposal would demonstrate to employees that the Council values their performance and will help to retain staff, which is important in an employment climate where it is difficult to recruit.

3.5 It was agreed at the last meeting to introduce Summer/Winter hours of operation for the Grounds Maintenance staff. In consultation with the HR advisor, the Clerk has been recommended to wait until January 2023 to implement this change. This is partly due to the heavy workload of this department with the Council's events in November and December.

#### **4. FINANCE**

4.1 The implications to the HR budget in introducing sliding scales would be an increase of £4,057 plus PAYE and pensions.

#### **5. IMPACT ASSESSMENT**

Strategic Plan	Objective Five
Equalities	Would prevent discrimination
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Implications on HR budget
Resources (including workforce)	Would help retain staff and increase morale
Risk Management	Losing a key member of staff can be costly in relation to business continuity.

## LONDON COLNEY PARISH COUNCIL

**COMMITTEE:** HUMAN RESOURCES  
**DATE:** 30 NOVEMBER 2022  
**REPORT BY:** EMMA PAYNE, CLERK  
**SUBJECT:** NATIONAL PAY AWARD 2022/23

### 1. SUMMARY

1.1 This report outlines the details of nationally awarded pay award for 2022/23.

### 2. RECOMMENDATION

2.1 Members are asked to note the report.

### 3. BACKGROUND

3.1 Employees who have a National Joint Contract (NJC) contract of employment are subject to the terms and conditions relating to pay, including a nationally agreed pay award. The latest pay rise, agreed by the NJC has been ratified by the unions and notified to employers via National Association of Local Councils (NALC).

3.2 All staff have been awarded a flat increase of £1,925 per annum. This means that staff who are on a lower salary point have a larger increase than those staff members who are on a higher salary. The highest % increase is 9.3% and the lowest is 5.46%. This pay award will be back dated to 1 April 2022.

3.3 All staff have also been awarded an extra day's holiday with effect from 1 April 2022 and this will be reflected in the new employment contracts, when they are issued.

### 4. FINANCE

4.1 The impact of this pay rise on the HR budget will be an increase in pay of £15,635 plus increases in pension and PAYE.

### 5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Variance between budgeted pay rise of 2% and this award will have to be met from General Reserves
Resources (including workforce)	N/A
Risk Management	Non implementation of pay award could lead to potential constructive dismissal claims in the event of a member of staff leaving.

**LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: HUMAN RESOURCES**

**DATE: 30 NOVEMBER 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: PERFORMANCE MANAGEMENT AND TRAINING DEVELOPMENT**

**1. SUMMARY**

1.1 Annual performance management has been undertaken and this report indicates the proposed training and development to be undertaken during 2023.

**2. RECOMMENDATION**

Members are asked to note the report.

**3. BACKGROUND**

3.1 The following training needs have been identified as part of the performance management process:

Groundsman (full time)	Cricket wicket preparation
Groundsman (part time)	Spraying PA1/PA6
Grounds & Maintenance Manager	First aid at work (3-day course)
Finance Officer	Finance in Local Council Administration
Admin Officer	Marketing your community facility
Clerk	Finance in Local Council Administration
Deputy Clerk (TBC)	Emergency first aid (1 day)
	DBS

3.2 In addition, the Clerk needs to maintain 24 CPD points per year to retain their Principal Membership of the SLCC. This is accrued through reading, new projects, training, and attendance at SLCC events and branch meetings.

3.3 In London Colney, we are lucky to have a former head groundsman from Lords Cricket Club, who has offered to undertake some cricket preparation training on site.

3.4 The Grounds Maintenance Manager is also a member of the Grounds Maintenance Association and can attend the annual Saltex exhibition as part of their continuous professional development.

**4. FINANCE**

4.1 There is a budget for staff development (4030/100). Some of this training will be undertaken during 2022/23 budget, with the remaining training from the 2023/24 budget.



**5. IMPACT ASSESSMENT**

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Budget in place
Resources (including workforce)	N/A
Risk Management	First aid training is part of the Council's risk assessment.

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: HUMAN RESOURCES**

**DATE: 30 NOVEMBER 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: CHRISTMAS 2022 – OFFICE OPENING HOURS**

### **1. SUMMARY**

1.1 This report outlines the Christmas opening hours for the Parish Council office.

### **2. RECOMMENDATION**

2.1 Members are asked to note the report.

### **3. BACKGROUND**

3.1 The Christmas holidays are as follows:

- Saturday 24 December – Christmas Eve
- Sunday 25 December – Christmas Day
- Monday 26 December – Boxing Day
- Tuesday 27 December – Bank Holiday
- Saturday 31 December – New Year's Eve
- Sunday 1 January – New Year's Day
- Monday 2 January – Bank Holiday

3.2 It is proposed that staff use their annual holiday entitlement, which includes 2 concessionary days, to take the three days off in between Christmas and New Year e.g.

- Wednesday 28 December
- Thursday 29 December
- Friday 30 December

3.3 The grounds staff will work a skeleton staff with one member of staff in each of the three days. There is no sport planned for either weekend.

3.4 During the Christmas break, there are some hirers in the community centre and the library will be open on Thursday and Saturdays. The caretaker will open/close for the community centre.

3.5 The answerphone will be checked daily in the event of any emergency messages.

### **4. FINANCE**

4.1 There are no financial implications.

**5. IMPACT ASSESSMENT**

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Staff will use holiday entitlement to service this break
Risk Management	Enables staff to recharge and reduce risk of burn out and fatigue

## Human Resources Work Programme 2022-23

Date of Meeting	Matter for Consideration	Responsible Officer	Background Information	Source Document (if applicable)
10/01/2023	Staff Handbook	Clerk	To receive an update on the review of the staff handbook by the HR consultant	Review of policies
	Staff Review	Clerk	To receive an update on staff review actions and progress to date	
14/03/2023	Training and Development Policy	Clerk	To review the parish council's training and development policy	Review of policies
	Unreasonable Complainant Behaviour Policy	Clerk	To review the parish council's Unreasonable Complainant Behaviour Policy	Review of policies