

WHITEHAVEN TOWN COUNCIL

STAFFING COMMITTEE

MINUTES OF MEETING HELD ON WEDNESDAY 13TH APRIL 2016

- Present:** Councillors Graham Roberts (Chairman); Gavin McKew (Deputy Chairman); Jeanette Forster; Jayne Lainé; and Brian O'Kane.
- Officers:** Clinton Boyce, Legal Services Manager, Copeland Borough Council (acting clerk for the meeting).
- 12/16 **Declarations of Interest in Agenda Items**
- Councillors Jeanette Forster, Brian O'Kane and Graham Roberts declared an interest in agenda items due to being members of Copeland Borough Council.
- 13/16 **Public Participation**
- No members of the public were present.
- 14/16 **Minutes of the Meeting held on the 11th February 2016**
- RESOLVED** – That the minutes of the meeting held on the 11th February 2016 be signed by the Chairman as a correct record.
- Councillor Brian O'Kane confirmed that he was in possession of a copy of the minutes and notes referred to in minute 3/16 and that he would arrange for a copy of them to be provided to members of the Committee.
- 15/16 **Exclusion of Press and Public**
- RESOLVED** – that the press and public be excluded from the meeting for the following items of business, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, on the ground that publicity of the business to be transacted would be prejudicial to the public interest by reason of the confidential nature of that business.
- 16/16 **Arrangement of the Agenda**
- It was proposed, seconded and
- RESOLVED** – that items 6, 7 and 8 as shown on the Agenda be dealt with in reverse order.

17/16

Review of pension scheme for Clerk/Responsible Financial Officer

Members were advised that, as part of the recruitment of the Clerk/Responsible Financial Officer, that it was agreed that a pension would be provided. The proposed contract stated that 'The Council is a member of the Local Government Pension Scheme OR is a member of the Government's NEST scheme'. Whilst some information had been provided it was insufficiently detailed to allow Members to decide which of those two schemes was to be preferred both for the Council and the employee, and possible future additional employees. It was also not clear what resolutions would be required by a scheme provider to enable the Council to join a scheme. After consideration of the matter it was:

RESOLVED that:

- (a) the matter be deferred to the next meeting of the Committee to enable a report to be submitted to members explaining the nature of and how both schemes work, a comparison of the benefits which will accrue to the employee, a comparison of costs to both the employer and employee and details of any formal requirements (including necessary resolutions) required by the scheme provider which the Council would have to comply with; and
- (b) the reference in the draft contract at paragraph 19 of the pension provision should remain as drafted.

18/16

Review of Contract for the Clerk/Responsible Financial Officer

Consideration was given to the draft contract proposed for the Clerk/Responsible Financial Officer ('the Clerk'). The acting clerk took members through the proposed contract highlighting non-material changes that were considered necessary to the draft contract which had been issued to candidates as part of the recruitment process. Following detailed consideration of the proposed amendments it was:

RESOLVED that:

- (a) the draft contract, as circulated and considered by members at the meeting, be recommended to Council for approval, subject to the following amendments:
 - (i) paragraph 9.2 relating to future review of salary as part of any periodic employee appraisals/review of employee terms and conditions be deleted;

- (ii) the wording 'Hours agreed shall be notified to the Staffing Committee monthly' being added to paragraph 12.1 which dealt with hours of work and required flexibility with such hours;
- (b) a report be submitted to the Committee, at its next meeting, following the taking of advice from the Cumbria Association of Local Councils, addressing any governance issues arising from paragraph 9.3 and the processing of payments to employees and whether the Council should engage the services of an external pay roll facilitator to process employee payments; and
- (c) arising from consideration of paragraphs 8 and 12 and due to the Clerk being the Council's only employee and having to facilitate a number of evening meetings that Council be asked to consider what hours the Council's office should be open to the public and members to try and ensure some consistency with opening hours.

19/16

Staffing Committee Terms of Reference

RESOLVED – that this item be deferred until the next meeting of the Committee scheduled for the 28th April 2016.

20/16

Review of Working Time Regulations 1998 waiver

Members were advised of the issues arising from the Working Time Regulation 1998 and the advice received from the Cumbria Association of Local Councils that a waiver in accordance with regulations 4 and 5 should be obtained. After considering the legal issues arising from such waiver it was

RESOLVED – that a recommendation be made to Council that a waiver be signed.

21/16

Admission of Press and Public

RESOLVED – that the press and public be admitted and that the decisions made in private be confirmed in public.

22/16

Appointment of Recruitment Agency and Co-option of Recruitment Advisor

Members considered motions to appoint a recruitment agency for the roles of Administrative/Finance Assistant and Town Centre/Events Manager and for the co-option of a recruitment advisor. Members felt that there was insufficient information and time left prior to the Council meeting, scheduled for 7.00pm, to properly consider these matters.

RESOLVED – that a report be made to the next meeting of the Staffing Committee providing draft job descriptions and person specifications for each role and options on how this matter should be moved forward. In respect of the reference to a recruitment agency that prices be received from three different agencies and the work that they could undertake for the Council.

The meeting closed at 7.00pm.

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Chairman