

## Minutes of a meeting of the **PERSONNEL COMMITTEE**

held in the Chamber at the Guild Hall on Monday 28<sup>th</sup> January 2019 at 6pm

Present: Town Mayor, Cllr. R.S. Jones and Councillors T. Allen, C. Goddard (Chairman), A.R.J Hills, E. H. Last, M. F. Sweeney and Mrs Waters

Town Clerk Angela Alexander  
Finance Officer Mrs Belinda Cripps (in part)

### 31 **DECLARATIONS OF INTEREST**

Members agreed to declare any interests as and when they arose.

### 32 **MINUTES**

The minutes of the last meeting on Monday 8<sup>th</sup> October 2018 were tabled and the Chairman explained that following the last meeting confidentiality had been breached which was a serious issue.

### 33 **PRESS AND PUBLIC EXCLUDED**

**RESOLVED: that this meeting be held without press or public present as the content of discussions may involve employment matters and is therefore exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the local Government Act 1972, to be treated as confidential by Members**

### 34 **BREACHES CONCERNING CONFIDENTIALITY**

The Chairman addressed members of the Committee on this matter saying that he and Cllr Sweeney had both received emails from a member of the public which contained quotes from a member of the Committee regarding matters discussed in private session at the last meeting which should have remained confidential. Cllr Goddard read aloud the email in question. The Councillor mentioned apologised if they had said something untoward. The member of staff concerned with this item raised concerns regarding a lack of faith in the councillors due to breaches in confidentiality where staff members were concerned.

Cllr Sweeney recommended that there is a plan and policy in place to filter out things that our staff should not have to endure.

**RESOLVED: that a policy be drafted to address the above problems.**

### 35 **GDPR (Appendix A – Page 25)**

Following the decision for the purchase of iPads for all councillors from May election the quote from our IT provider which included a service level agreement was circulated. The Clerk advised that whilst this was agreed in the next budget it would be helpful that they are all ready to go when the new council is inducted so that we can sign them up to this as part of their induction package. Whilst the invoice would be received in this financial year and the money would be accounted for in this financial year it would be annotated in next year's budget monitor.

**RESOLVED: To proceed with the purchase of iPads as per the quote from Ifini for the sum of £ 6,444.00.**

**For: 5**

**Against: 1 (Cllr Goddard)**

**Abstention: 1 (Cllr Hills)**

The Town Clerk advised that the Government has decided that Town and Parish Councils are no longer required to appoint a DPO but that KALC recommend this as good practice. The Mayor said he proposed that we reappoint Satswana as they had proved very helpful and given good support and this was seconded by Cllr Mrs Waters

**RESOLVED: to continue with the services of Satswana as the DPO services to Lydd Town Council. Unanimous**

**36 HOLIDAY HOURS (Confidential report CP1)**

Councillors were briefed on the current position on untaken holiday hours and the likely projection to end of year. The Chairman said that the Committee cannot say if you don't take your leave you lose it when the staff are demonstrating that they do not have time to do so due to the meeting schedule which is going to be discussed later in the meeting.

**RESOLVED: That all members of staff are paid for any untaken leave**  
**Unanimous**

**37 TOWN SERGEANT HOURS (Appendix B – Page 26)**

Councillors considered a request from the Mayor for additional working hours in this leave year for the Town Sergeant to drive him and the Mayoress to their social events on behalf of the Town Council.

**RESOLVED: That a further 20 hours at basic pay are allocated for the Mayor to use the Town Sergeant to accompany and drive to Mayoral events.**  
**Unanimous**

**38 2018-2019 NATIONAL SALARY AWARD (Appendix C – Pages 27 – 28)**

The Town Clerk reported that The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2019-2020 to be implemented from 1 April 2019 and these had been circulated to councillors and that there had been a change in the spine point scales

**RESOLVED: That the recommended NJC pay scales are implemented from 1<sup>st</sup> April 2019**

**39 WORKLOAD**

The Town Clerk provided a yearly planner for 2018 which included the Meetings held, and days preparing agendas, reports and minutes etc. for those meetings. The calendar being almost full the Town Clerk asked Councillors to determine what was missing – the Mayor said it showed there was no time to take holiday leave and the Town Clerk advised that she had not included any time to deliver the decisions of the Council on the calendar. The Town Clerk advised that all office staff recognised the issues and they hoped that the Councillors would too.

The Mayor said that this required the Council to adopt the proposed meeting dates which had been recommended by the Personnel Committee four years ago but then fell at the Council meeting as some members of the Committee did not stand by its decision.

**RESOLVED: That the workload issues be recognised and that the Committee work together to give support on this matter.**

**40 DRAFT MEETING DATES (Confidential report CP1)**

A proposed timetable of Council and Committee meeting dates was circulated for discussion – the Town Clerk explained that 4 years ago the schedule of meetings had been reviewed and supported by the Personnel Committee and that since that point a member of staff who took Planning Committees and all working groups had left and the Town Clerk had taken on Planning but did not have time to take on more meetings and these would need to be delegated to other staff members who currently did not have additional evening meetings in their contracts.. The proposed timetable showed Crime as a full Committee status but required less Council meetings to ensure we can get the work done.

Cllr Mrs Waters said that the Committee needs to support the staff members and that the Mayor, Chairman of Committees and the Town Clerk need to meet twice a year to discuss things. Cllr Allen said that Planning works well on Monday mornings and should not change. Cllr Goddard said that sensible foundations were being laid here for the schedule of meetings; Cllr Sweeney said that he agreed and the Committee need to get this through the Council. Cllr Jones proposed that the schedule of meetings was accepted as is and this was seconded by Cllr Mrs Waters.

**RESOLVED: That the proposed schedule of meetings for Council and Committees for 2019-20 be accepted as set out and that this be presented as the new timetable for the new Council from May 2019.**

**41 SIX MONTH REVIEW OF NEW STAFF MEMBERS**

The Chairman reported on the review meetings and the recommendations for:

- a) Office Assistant/Mayor's secretary – To confirm permanent appointment and to award 2 extra points on the pay scale. One point to be for successful completion of 6 month period and one point for taking responsibility of Planning Committee from May 2019.  
Pay scale to be implemented from April 2019
- b) Caretaker/Handyperson – following the 6 month review to monitor and review again in 3 months.

**42 CIVIC ROBES (Appendix D – Page 29)**

The Town Clerk advised that Michaels Robes had attended a meeting with the Town Clerk and Town Sergeant and had taken the Town Sergeant's Robes for cleaning and renewing of the braiding and button fastening which is very frayed. This would come in budget as previously agreed at a Personnel Meeting. In addition a new jabot was required at a cost of £90

***RESOLVED: To order a jabot for the Town Sergeant in size 17" to be delivered with the Town Sergeants robes.***

**43 DECORATING OF OFFICES**

The Town Clerk advised that the reception office would be closed 18<sup>th</sup> February for approx. 1 week until the decorating of the front offices was completed. Any visitors during this period would be seen in the Mayor's Parlour.

***RESOLVED: received and noted***

**44 MAYOR MAKING 2019**

The Town Clerk said she was looking for a 'steer' from the Personnel Committee regarding Mayor and Deputy Mayor elect and if this should be included on the agenda during election year.

***RESOLVED: Not to include Mayor and Deputy Mayor Elect process on election year agendas and that this be dealt with on the day of Mayor Making/Annual Statutory Meeting. For 2019 a reception be held in The George for the Mayor, Councillors and Staff with Cinque Port Mayors, Honorary Freeman and former Mayor's being invited. Finger buffet with tea and coffee to be provided. The newly elected Mayor may then choose to host a reception at a later date.***

**45 CODE OF CONDUCT COMPLAINTS**

The Town Clerk updated the Committee on the Code of Conduct complaints.

The meeting closed at 8.10pm

Chairman \_\_\_\_\_

Date \_\_\_\_\_

Cllrs Goddard, Sweeney and Mrs Waters remained in the Chamber to informally discuss an appropriate response to the letter sent to each of them by a resident.

*Appendix A to the Minutes of the Personnel Committee on 28<sup>th</sup> January 2019*



**Quotation prepared for:**

Lydd town council  
13 High Street  
Lydd  
Kent  
TN29 9AF

17/01/2019

Quote ref LTC17012019

**Email for Councillors and iPads**

Dear Angela,

As per our recent conversation, please find below pricing for Email addresses for the Councillor at Lydd town council and Pricing for procurement of 17 iPads.

16 x secure basic Mailbox for all Councillors with mandatory footers	£55.00 PM
Domain (lyddtowncouncillor.org.uk)	£18.00 PA
Mail Setup	£240.00
16 x iPad Wifi 32GB Space Grey £369 Each	£5904.00
Setup 16 iPads	£300.00

If you have any questions regarding the quote, or wish you go ahead with it, please do not hesitate to contact me, this quote is valid for the period of 30 days from issue.

Kind Regards,

Roger Hogarth

Ifini Ltd

*Appendix B to the Minutes of the Personnel Committee on 28<sup>th</sup> January 2019*

**Personnel Meeting 28<sup>th</sup> January 2019**

**Town Sergeant Hours**

**Quarter 3**

January 2019

7 Hours remaining for Mayoral year.  
25<sup>th</sup> January 2019 Burns Night these hours will be Used.

**Quarter 4**

Zero hours left  
Two events currently on hold as Town Sergeant required:

12<sup>th</sup> March Lord Lieutenant of Kent - Civic Service  
09.45am – 03.30pm 5.75 hrs

23<sup>rd</sup> April Tenterden St Georges Day  
6.30 pm – 11.00pm 5.5 hrs

Hours to be discussed at the personnel meeting 28<sup>th</sup> January 2019.

**Personnel Meeting 28th January 2019  
Statement of Town Sergeant Hours**

Quarter/ Month	Hours Used	Mayors Social hours	Quarter/ Month	Civic Event	Hours Used	Civic Allocated
Quota per year		96.00				48
Quarter 1		24.00	Quarter 1		12	
May	18.50		May		5.25	
June	10.25		June		10.25	
July	23.75		July			
Remaining hours Total	52.50	-28.50				
Quarter 2		24.00	Quarter 2		12	
Carried forward		-4.50				
August	9.50		August			
September	7.25		September		9.25	
October			October			
Running Total	16.75	-21.25				
Quarter 3		24.00	Quarter 3		12	
Carried forward		2.75				
November	10.00	-7.25	November		7	
December	9.75	-17.00	December		3.5	
January	6.25	-23.25	January			
Quarter 4		24.00	Quarter 4		12	
		0.75				
Total hours used			Total hours used		48	

Appendix C to the Minutes of the Personnel Committee on 28<sup>th</sup> January 2019

t: 020 7537 8665  
e: nalc@nalc.gov.uk  
w: www.nalc.gov.uk  
a: 109 Great Russell Street,  
London WC1B 3LD

7 DECEMBER 2018

### EMPLOYMENT BRIEFING E02-18 | 2018-2019 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2019-2020 to be implemented from 1 April 2019.

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2019.

Due to the introduction of the national living wage, the NJC agreement includes the introduction of a new pay spine on 1 April 2019 and the attachment translates the existing spinal column points and scale ranges used in the sector to the new scales.

© NALC 2018

#### ANNEX 1

SCP	1 April 2018	1 April 2019			Old SCP[s]	Scale Ranges Based on New SCP
	£ per annum	New SCP	£ per annum	* £ per hour		
6	£16,394	1	£17,364	£9.02	6/7	Below LC Scale (for staff other than clerks)
7	£16,495					
8	£16,626	2	£17,711	£9.21	8/9	
9	£16,755					
10	£16,863	3	£18,065	£9.39	10/11	
11	£17,007					
12	£17,173	4	£18,426	£9.58	12/13	
13	£17,391					LC1 (5-6) (below substantive range)
14	£17,681	5	£18,795	£9.77	14	
15	£17,972	5	£18,795	£9.77	15	
16	£18,319	6	£19,171	£9.96	16/17	LC1 (7-12) (substantive benchmark range)
17	£18,672					
18	£18,870	7	£19,554	£10.16	18	
19	£19,446	8	£19,945	£10.37	19	
20	£19,819	9	£20,344	£10.57	20	
		10	£20,751	£10.79		LC1 (13-17) (above substantive range)
21	£20,541	11	£21,166	£11.00	21	
22	£21,074	12	£21,589	£11.22	22	
		13	£22,021	£11.45		
23	£21,693	14	£22,462	£11.67	23	
24	£22,401	15	£22,911	£11.91	24	LC2 (18-23) (below substantive range)
		16	£23,369	£12.15		
25	£23,111	17	£23,836	£12.39	25	
		18	£24,313	£12.64		
26	£23,866	19	£24,799	£12.89	26	
27	£24,657	20	£25,295	£13.15	27	LC2 (24-28) (substantive benchmark range)
		21	£25,801	£13.41		
28	£25,463	22	£26,317	£13.68	28	
29	£26,470	23	£26,999	£14.03	29	
30	£27,358	24	£27,905	£14.50	30	
31	£28,221	25	£28,785	£14.96	31	LC2 (29-32) (above substantive benchmark range)
32	£29,055	26	£29,636	£15.40	32	
33	£29,909	27	£30,507	£15.86	33	
34	£30,756	28	£31,371	£16.31	34	
35	£31,401	29	£32,029	£16.65	35	
36	£32,233	30	£32,878	£17.09	36	
37	£33,136	31	£33,799	£17.57	37	
38	£34,106	32	£34,768	£18.08	38	

Appendix C to the Minutes of the Personnel Committee on 28<sup>th</sup> January 2019 (Cont)

ANNEX 1						
SCP	1 April 2018	1 April 2019			Old SCP(£)	Scale Ranges
	£ per annum	New SCP	£ per annum	* £ per hour		Based on New SCP
39	£35,229	33	£35,934	£18.68	39	LC3 (33-36) (below substantive range)
40	£36,153	34	£36,876	£19.17	40	
41	£37,107	35	£37,849	£19.67	41	
42	£38,052	36	£38,813	£20.17	42	
43	£39,002	37	£39,782	£20.68	43	LC3 (37-41) (substantive benchmark range)
44	£39,961	38	£40,760	£21.19	44	
45	£40,858	39	£41,675	£21.66	45	
46	£41,846	40	£42,683	£22.18	46	
47	£42,806	41	£43,662	£22.69	47	LC3 (42-45) (above substantive benchmark range)
48	£43,757	42	£44,632	£23.20	48	
49	£44,697	43	£45,591	£23.70	49	
50	£45,816	44	£46,732	£24.29	50	
51	£46,957	45	£47,896	£24.89	51	LC4 (46-49) (below substantive range)
52	£48,138	46	£49,101	£25.52	52	
53	£49,331	47	£50,318	£26.15	53	
54	£50,421	48	£51,429	£26.73	54	
55	£51,832	49	£52,869	£27.48	55	LC4 (50-54) (substantive benchmark range)
56	£53,131	50	£54,194	£28.17	56	
57	£54,455	51	£55,544	£28.87	57	
58	£56,272	52	£57,397	£29.83	58	
59	£58,082	53	£59,244	£30.79	59	LC4 (55-62) (above substantive benchmark range)
60	£59,901	54	£61,099	£31.76	60	
61	£61,732	55	£62,967	£32.73	61	
62	£63,541	56	£64,812	£33.69	62	
63	£65,372	57	£66,679	£34.66	63	
64	£67,167	58	£68,510	£35.61	64	
65	£68,869	59	£70,246	£36.51	65	
66	£70,607	60	£72,019	£37.43	66	
67	£72,387	61	£73,835	£38.38	67	
68	£74,217	62	£75,701	£39.35	68	

\* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours rounded to the third decimal place.

Version 1 - 6 December 2018

Appendix D to the Minutes of the Personnel Committee on 28<sup>th</sup> January 2019 (Cont)

## Quotation

MICHAELS Civic Robes

Windsor Lodge

56 Windsor Street

Berkshire

Leamington

CV35 9EF

Customer: Lydd Town Council

Description: New Councillor Robes

Quantity: 16

Date	23/01/19
Quote Number	LYDD23012019

## Wedge Label

Product	Description	QTY	Unit Price	Total Price
LABOT	Wedge style laced label 1 1/2" Neck	1	£90.00	£90.00

## New Councillor Robes

Product	Description	QTY	Unit Price	Total Price
Over a 16-month period	- Panama Polyester Fabric - 3" Black Velvet (front) - 1 1/2" Black Velvet (Sleeves)  Unit price without package: £675.00 Saving: £1,544	16	£523.50	£8,376.00
Over a 32-month period	- Panama Polyester Fabric - 3" Black Velvet (front) - 1 1/2" Black Velvet (Sleeves)  Unit price without package: £675.00 Saving: £1,588	16	£606.75	£9,632.00
Robe Covers	New Robe Covers  Unit price without package: £18.00 Saving: £288.00	16	£5.00	£80.00

\*The above prices are excluding VAT\*

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## Quotation

## Bespoke Ties (Red &amp; Green with Woven Crest)

Product	Description	QTY	Unit Price	Total Price
Polyester Tie	- Bespoke tie with Lydd town colours and town crest made from polyester  MOQ: 50	50	£15.50	£775.00
Silk Tie	- Bespoke tie with Lydd town colours and town crest made from silk  MOQ: 50	50	£32.30	£1,615.00

## Bespoke Scarves (Red &amp; Green with Woven Crest)

Product	Description	QTY	Unit Price	Total Price
Polyester Scarf	- Bespoke scarf with Lydd town colours and town crest made from polyester  MOQ: 50	50	£27.50	£1,375.00
Silk Scarf	- Bespoke scarf with Lydd town colours and town crest made from silk  MOQ: 50	50	£47.50	£2,375.00

\*The above prices are excluding VAT\*

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