

PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor,

17 February 2022

You are requested to attend a meeting of the **HUMAN RESOURCES COMMITTEE** to be conducted in the Pannett Gallery, on **Tuesday 22 February 2022 at 4:30pm**, the agenda for which is set out below.



Michael King
Town Clerk

To: Cllrs Mrs N Wilson, R Barnett, Mrs H Coughlan,
R Dalrymple, G Jackson, S Smith, and L Wild

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.

AGENDA

- 1. ELECTION OF CHAIR**
To elect a chair for the ensuing year.
- 2. APOLOGIES FOR ABSENCE**
To receive and resolve upon apologies for inability to attend.
- 3. ELECTION OF VICE-CHAIR**
To appoint a Vice-Chair for the ensuing year.
- 4. DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATION**
To declare any interests which members have in the following agenda items.
- 5. TO CONSIDER ACTIONS REQUIRED IN ACCORDANCE WITH THE TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR.**
 - a. Confirmation of the accuracy of the minutes of the last meeting of the Committee held on 24 November 2020
 - b. Review of the terms of reference of the committee.
 - c. Review of delegation arrangements to employees
 - d. Review and adoption of appropriate standing orders, financial regulations, policies and procedures relating to the functions of the Committee.
 - e. Review of the anticipated Committee workload.
- 6. PUBLIC PARTICIPATION**
Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public (limited to 3 mins per person).

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- 7. **UPDATE ON 2021/22 PAY AWARD** **Page 5**
- 8. **PERFORMANCE APPRAISALS** **Page 7**
- 9. **ESTABLISHMENT OF POST – MAINTENANCE SUPERVISOR** **Page 9**
- 10. **EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 11, BELOW – IF REQUIRED)**
To consider a motion – That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item 11 below, due to the confidential nature of the business to be transacted.
- 11. **STAFFING**
To consider any confidential in respect to any individual members of staff arising from the items considered above.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **HUMAN RESOURCES** Committee held on **Tuesday 24 November 2020** conducted on-line, via Zoom at 4:30pm.

Present Councillors Mrs N Wilson (Chair), B Dalrymple, Mrs H Coughlan, T Jennison, Mrs L Wild and C Winspear.

Also M King, Clerk & Mrs A Cowey, Deputy Clerk

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.

HR105/20 APOLOGIES FOR ABSENCE

Apologies for inability to attend the meeting were received from Cllr Jackson.

HR106/20 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION

No declarations of interests or requests for dispensations were received.

STANDING ORDERS SUSPENDED

HR107/20 PUBLIC PARTICIPATION SESSION

No public participation

STANDING ORDERS REINSTATED

HR108/20 MINUTES

MOVED by Cllr Winspear, seconded by Cllr Mrs Dalrymple and unanimously

RESOLVED that the Minutes of the Human Resources Committee held on 17 December 2019 are confirmed as an accurate record of the meeting and signed by the Chairman.

HR109/20 INFORMATION FOR SCHEME EMPLOYERS AFFECTED BY THE 95k EXIT CAP

It was noted that the Local Government Association had published an information note for employers on the exit cap. The document set out a process for employers to follow from 4 November 2020 for redundancy and efficiency exits, where the employee is a member of the LGPS and aged 55 or over

MOVED by Cllr Jennison, seconded by Cllr Winspear and

RESOLVED unanimously that the information be noted.

HR110/20 2021-22 BUDGET BIDS

Members identified the following proposal to submit as budget bids for 2021-22:

- An additional, part-time curator to provide weekend and sickness cover in the Gallery

MOVED by Cllr Mrs Coughlan, seconded by Cllr Mrs Wild and

RESOLVED unanimously that the item be referred to the meeting of the Finance Policy and General Purposes Committee meeting on 15 December.

HR111/20 EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM HR112, BELOW)

MOVED by Cllr Jennison, seconded by Cllr Mrs Wild and

RESOLVED unanimously that under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item HR112, below, due to the confidential nature of the business to be transacted.

HR112/20 STAFFING

MOVED by Cllr Mrs H Coughlan, seconded by Cllr Mrs L Wild and

RESOLVED unanimously that the Town Clerk and Responsible Financial Officer has successfully completed his probationary period (30th March 2020 to 29th September 2020)

MOVED by Councillor R Dalrymple, seconded by Councillor Mrs H Coughlan and

RESOLVED unanimously that the condition to obtain CiLCA within two years of taking up the position of Town Clerk is relaxed.

Update on 2021/22 Pay Award

Local council pay scales and national bargaining are dependent on talks between principal council employers and unions, which determine the national pay scale against which jobs with the town council are paid.

National pay talks for the anniversary date 1 April 2021 have been ongoing for some time and the trade unions had taken the step of balloting their members seeking their support for industrial action over this pay offer. The employers' pay offer was for a 1.75% increase.

UNISON's ballot closed on Friday 14 January, and it has now reported on the outcome as follows:

Voted 'yes' to strike action = 70.2 per cent

Voted 'no' to strike action = 29.8 per cent

Turnout = 14.5%

The Trade Union Act 2016 requires that for any strike action to be lawful, at least 50 percent of the members entitled to cast a vote must do so. As the turnout has clearly failed to reach the 50 percent threshold, UNISON cannot now proceed with industrial action related to the 2021 NJC pay offer. UNISON's national local government committee will be meeting tomorrow (Tuesday 18 January) to discuss the next steps.

The position with regard to the other unions is as follows:

GMB's National Local Government Committee is expected to meet to discuss its next steps in light of the result of its consultative ballot that closed on 13 December. The outcome of this ballot is not known.

Unite balloted staff with a closing date of 17 February.

The National Employers met on 31 January to determine their position. To date no statement has been issued.

Advice from the National Association of Local Councils is that, notwithstanding the employers' offer, it would be unwise for any local council to pre-empt payments to staff in advance of a national award being finalised. Though it should be noted that any back-pay made after 1 April will attract the higher rate of NIC in effect from that date.

This means that the amount budgeted to cover the pay award should be accrued into the next financial year to enable any back-dated pay award to be funded in 2022/23.

It should be noted that, without an uplift in scales, from 1 April 2022, SCP1 and SCP2 of the existing salary scale will be below the National Living Wage.

Advice from the employers' organisation is expected that would ensure all staff are paid above this legal minimum.

Recommendation – that staff on SCP1 or SCP2 are paid at an hourly rate of £9.50 from 1 April to comply with the legislation on the National Living Wage, whilst the outcome of the 2021 is pending.

Performance Appraisals

Two rounds of performance appraisal have been completed on staff reporting to the Clerk. These were carried out in April 2021 and January 2022.

Development objectives have been agreed with the relevant staff and these will be monitored through the next cycle.

The committee needs to formally delegate to the Chair (or another member) of the committee to carry out a performance appraisal for the clerk, the outcome of which can be reported to a future meeting.

Establishment of Post – Maintenance Supervisor

In setting its budget for 2022/23, council agreed to make provision of a sum of £15,000 plus on-costs to create a new job role within the town council's establishment to deal with issues of maintenance and contracted services.

It is envisaged that the job holder would liaise with contractors and oversee maintenance of the Gallery, Museum, allotments, toilets and other assets. The post would also provide occasional relief for the gallery's front of house staff to cover for absence (including planned leave).

A post at SCP 12 (£22,183 pa £11.53ph) working 25 hours per week would be affordable within the approved budget.

The following role outline role specification is suggested:

1. Job brief

We are looking for a competent **Maintenance Supervisor** to identify and specify maintenance in our facilities and to liaise and supervise the work of contractors in carrying out these tasks. You will also be responsible for ensuring the smooth running of upkeep or repair operations.

An excellent maintenance supervisor must be reliable and have a great eye for detail. They must have technical skills and knowledge of various crafts such as carpentry, plumbing etc. Leadership and experience of administrative tasks such as scheduling are also essential.

The goal is to ensure that the town council's facilities are in a good and safe condition at all times.

2. Responsibilities

- Inspect facilities periodically to determine problems and necessary maintenance
- Prepare weekly maintenance schedules and allocate work
- Engage, supervise and monitor external contractors
- Assist in hiring and supervise tradesmen during installations, repairs or maintenance (electricians, plumbers etc.)
- Inspect and maintain building systems (heating, ventilation etc.)
- Monitor inventory of materials and equipment
- Participate in coordination of projects (e.g. renovations)
- Ensure adherence to quality standards and health and safety regulations

3. Requirements

- Proven experience in a similar role
- Strong technical knowledge of all building systems (electrical, heating etc.)
- Knowledge of health & safety practices and regulations
- Understanding of budgeting and performance management
- An eye for detail
- Computer savvy
- Excellent communication and interpersonal skills
- 5 GCSEs including English and Mathematics
- Professional Trade qualification (e.g. GNVQ) preferred

Members views are requested.