

CHESHAM TOWN COUNCIL

Minutes of the meeting of the EXECUTIVE COMMITTEE

held on Monday 12th November 2012

PRESENT Councillor Mrs C. Littley, Chairman (presiding)

Councillors: A. K. Bacon, N. L. Brown and Mrs A.M. Pirouet.

Officers: Mr. W. Richards - Town Clerk
Mr S. Pearson - Finance and Contracts Manager

Apologies for absence were received from Councillors D. J. Lacey, Mrs C. M. Michael and M. W. Shaw.

9. **MINUTES**

In respect to Minute No.7 of the Executive Meeting held on the 23rd July 2012, Councillor Brown queried whether the Minute was accurate as he believed it was agreed that the re-grading of the Administration Manager's post would only be considered as part of a full staffing review thereby containing any re-grading increases in existing budgets.

Other Members did not recall this and were of the view that the Minute accurately recorded the fact that it was agreed that the post would be reconsidered at this meeting when all staff's incremental pay-scales for the next financial year are presented.

It was

RESOLVED

that the Minutes of the Meeting of the Executive Committee held on Monday 23rd July 2012 be confirmed and signed by the Chairman as a true record.

10. **DECLARATIONS OF INTEREST**

There were no declarations of interest that were brought to the Chairman's notice.

11. **CHANGES TO THE LOCAL GOVERNMENT PENSION SCHEME**

The Finance and Contracts Manager explained the new legislation which stated that small employers such as this Council had until April 2014 to automatically enrol its entire eligible staff onto the Local Government Pension Scheme. He also advised that the Council needed to confirm its current position, by resolution, of allowing all eligible staff to join the scheme as Buckinghamshire County Council, the administrator of the scheme, had no record of any Council resolution.

It was noted that auto-enrolment may put further financial pressures on the salaries budget but as it had been previously agreed not to set up a potentially divisive and complicated alternative scheme for new employees, it was agreed that the Council had little option than to comply.

It was

RESOLVED

1. That the Council confirms the 1st April 2014 as its preferred staging date for auto-enrolment.
2. That the Council confirms its current position of allowing all eligible employees entitled to be a member of the Local Government Pension Scheme to be allowed to join and that this be continued.

12. **EMPLOYMENT CONTRACTS REVIEW**

Members were reminded that the internal auditor had recommended a review of the Council's employment contracts and the Executive Committee agreed at its meeting held on the 7th November 2011 to engage the South East Employers to devise draft contracts. The first draft contracts were reported to the Executive Committee in July 2012, where it was noted that the contracts required some minor adjustments to bring them in line with the Council's internal policies. Other suggestions were also made at the meeting and it was decided that revised contracts be brought back to this Executive Committee.

The Finance and Contracts Manager reported that employees previously engaged as 'casuals' were now designated as 'zero hours contract' employees which gave them enhanced benefits as laid out in employment legislation. Councillor Brown questioned whether the new contracts offered the same sickness pay terms and conditions as previously. The Finance and Contracts Manager advised that as the Council adhered to the National Joint Council for Local Government Services pay and conditions (known as the 'Green Book') and Members had previously determined not to deviate from its conditions, then the same terms for sickness pay prevailed. Councillor Bacon pointed out however that it was apparent from latest pay negotiations that the question of sick pay was being re-evaluated nationally.

Members had no other observations on the contracts other than Councillor Brown suggesting that the Green Book be referred to as the National Joint Council for Local Government Services consistently through the contracts for reasons of clarity.

It was also reported that the current hourly rates for some staff members do not correspond to the National Pay Scales. It was noted that to bring them onto the nearest spinal column point (SCP) would mean increasing them around 2% - 6%. Members agreed that, with current pressures on the salary budget, they should remain unchanged. It was also agreed that, while the current lifeguard rate is equivalent to the national minimum wage and apparently a lower hourly rate than paid to other lifeguards in the area, there should be no uplift in the rate above the minimum wage at this juncture.

It was

RESOLVED

1. That the employment contracts as drawn up by the South East Employers, (as amended to take into account this Council's internal working practices), form the basis of new employees' contracts, subject to a consultation letter first being sent to individual employees and that

current employees be encouraged to move to the new style contract at the earliest opportunity.

2. That, in respect of those rates of pay not currently linked to the National Spinal Column Point, these remained unchanged.
3. That no increase in the lifeguardsø pay be agreed above the minimum wage at the current time but be subject to review if problems of recruitment arose during the Open Air Poolø's summer seasons.

13. **APPRENTICESHIPS**

The Committee considered the Finance and Contracts Manager report on the possibility of taking on an apprentice. It was agreed that should be aspired to in light of the lack of youth employment opportunities currently but agreed that this could only be considered as and when a vacancy arose. Councillor Mrs Pirouet pointed out that recent changes in the scheme meant that these could be on a fixed term contract for a short a period as one year.

It was

RESOLVED

that the Council be encouraged to fill any full-time staffing vacancies with an apprentice when a position becomes available subject to them being able to fulfil the requirements of the job description.

14. **EXCLUSION OF THE PUBLIC AND THE PRESS**

It was moved by the Chairman and

RESOLVED

that the Public and the Press be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by The Local Government Act 1972, Section 100, in view of the confidential nature of the business to be transacted.

15. **ADMINISTRATION MANAGER'S SALARY**

The Committee reviewed the Administration Managerø's salary.

It was

RESOLVED

that the Administration Managerø's post be re-graded with effect from the 1st April 2013, and on the salary and Spinal Point presented to the Committee.

16. **ANNUAL REVIEW OF STAFF CONDITIONS OF SERVICE AND PAY**

The Finance and Contracts Manager reported on the successful outcomes of the annual staff appraisals of all staff held during late October and that that those staff currently not on the top of their grade will progress to the next Spinal Column Point from 1st April 2013.

It was agreed that the NJC, SEE and Inland Revenue rates and allowances be continued and paid to appropriate staff.

The Committee also considered the allowances and conditions currently in operation and the proposed skate park locking and summer swimming staff rates and agreed the rates.

It was noted that the lifeguard rates were being recommended to be uplifted to be in line with the recent rise in the minimum wage which had come into law from the 1st October 2012.

In light of the Elgiva Manager's continued decision to forego a review of his salary for the last three years because of the current economic climate; the fact that he had agreed to the loss of the Marketing Manager's post two years ago thus increasing his workload and the exceptional financial figures for the Elgiva last financial year and to six months this year, it was agreed to make one off payment as recognition and a mark of appreciation for his efforts.

It was also agreed to advance The Getting Closer to Communities Operative one additional increment to put his salary in line with the Parks and Premises team when they undertook work on behalf of Buckinghamshire County Council. It was also agreed that the position should be renamed the Devolved Services Operative in light of what the service was now known as at the County Council.

It was

RESOLVED

- 1 That it be noted that annual increments are to be awarded to all staff who have not reached the top of their grade following satisfactory annual appraisals from 1st April 2013.
2. That the NJC, SEE and Inland Revenue rates and allowances be continued and paid to appropriate staff.
3. That the skate park and summer swimming staff rates as shown on the schedule for 2013/14 be agreed including the Senior and Deputy Lifeguards
4. That the current lifeguard rate be increased from £6.08 to £6.19 with effect from the 1st October 2012 in line with the National Minimum Wage.
5. The Elgiva Manager's post be not reviewed in view of the current economic climate but a one-off payment, as outlined in the report, be made in recognition of his current workload and excellent financial figures accruing from the theatre in the last 18 months.
6. That the Getting Closer Communities Operative be advanced one additional increment from 1st April 2013 and that this post be renamed as the Devolved Services Operative.

17. **CLOSE OF MEETING**

The meeting closed at 8.30pm.

CHAIRMAN