

# Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT

Tel: 01425 473883

www.ringwood.gov.uk

## STAFFING COMMITTEE

Dear Member

13<sup>th</sup> November 2020

A meeting of the Staffing Committee will be held on **Friday 20<sup>th</sup> November 2020** at 9am and your attendance is requested.



Mr C. Wilkins  
Town Clerk

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Ringwood Town Council is committed to transparency in its decision-making processes. The current crisis prevents the holding of physical meetings but insofar as it is possible and in accordance with Government Regulations, this meeting will take place in a virtual environment using "Zoom" technology. The meeting will start in Zoom at or about 8.45am. Councillors are encouraged to join in good time ready for a start of the meeting proper at 9.00am. In the event of difficulty joining please contact Chris Wilkins, Town Clerk on (01425) 484720 or by sending an email to [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk).

Members of the press or public who would like to participate or simply observe the meeting are requested to tell us in advance by contacting Chris Wilkins, Town Clerk. You can join the meeting by following the link:-

Join Zoom Meeting

<https://us02web.zoom.us/j/82380123354?pwd=c0ZJd0JZaVZPNHpDTGZMYTIZUVF2UT09>

Meeting ID: 823 8012 3354

Passcode: 540378

## AGENDA

### 1. PUBLIC PARTICIPATION

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

### 2. APOLOGIES FOR ABSENCE

### 3. DECLARATIONS OF INTEREST

### 4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 23<sup>rd</sup> September 2020

### 6. HUMAN RESOURCES MANAGEMENT UPDATE

To receive a verbal update from officers on recent changes to work practices in response to the Covid-19 pandemic.

### 7. EMPLOYMENT LAW AND HR SUPPORT CONTRACT

To consider the Town Clerk's report (*Report A*) and the recommendation contained in it.

**8. TOWN CLERK'S ANNUAL APPRAISAL PROCESS**

To consider the Town Clerk's report (*Report B*) and the recommendation contained in it.

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

To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), to transact business for which publicity would be prejudicial to the public interest by reason of its confidential nature (staffing matters)

**10. OFFICE STAFFING MATTER**

To consider the Town Clerk's report (*Confidential Report C*)

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk).

Committee Members

Cllr Tony Ring – Town Mayor  
Cllr Jeremy Heron – Chairman of Policy and Finance Committee  
Cllr John Haywood  
Cllr Darren Loose  
Cllr Gloria O'Reilly

Copied by e-mail to other Members for information

Officers

Chris Wilkins, Town Clerk  
Jo Hurd, Deputy Town Clerk

## STAFFING COMMITTEE

20 November 2020

### Report on employment law and HR support contract

A

#### 1. Introduction and reason for report

1.1 The multi-year contract under which the Council receives specialist support on employment law and other human resources management issues expires next year. Given the importance to the Council of this support and the value of the contract it is fitting for this committee to consider and specify in good time what provision to make after its expiry and the process to be followed.

#### 2. Background information

2.1 Employment law and human resources management procedures are complex subjects fraught with pitfalls for the unwary. Mistakes can be distressing at a human level for those concerned and result in significant expense to the public purse. For these reasons, it is generally considered unwise for councils employing a workforce of the size of this Council's to rely exclusively on the knowledge and skills of councillors and managerial staff (who are not specialists). These considerations led the Council into signing a five-year contract for the provision of specialist support which is set to expire on 30<sup>th</sup> September 2021.

2.2 Officers advise that the need for support remains unchanged and that the Council should seek to enter a fresh contract. This type of contract is judged to fall within the exceptions to the general procedures specified in our Financial Regulations, allowing members a greater degree of flexibility in deciding how to procure the services needed.

#### 3. Options

3.1 The following procurement procedures are available:

3.1.1 *Simple renewal* with the current provider. This would be easy to arrange and require least work on the part of officers and members alike. Given current staff capacity constraints this is an important factor to consider. However, it is usually desirable to conduct a more competitive procurement process for contracts if the duration and value warrant the trouble; to secure assurance that value for money is being obtained.

3.1.2 *Closed tender*. This would involve seeking offers or tenders from several pre-selected potential providers, assessing them appropriately and awarding the contract to the one judged best. It requires more work, especially because in order to be fair, it is necessary to agree beforehand, at least in outline, the process that will be followed and the criteria by which offers and tenders will be judged.

3.1.3 *Open tender*. This would involve publicly inviting tenders from any interested parties with no pre-selection. It involves the preparation of a detailed invitation to tender document specifying in detail matters such as the precise services that are required, the exact process that will be followed (with a timetable), any qualifying conditions bidders must meet, the evaluation and scoring process, etc. Such formality is usually reserved for higher-value procurements than is involved here.

3.2 Whichever procedure is selected now, this committee would have a further say (either in considering simple renewal terms or in overseeing a tender process) at a later date.

4. Issues for decision and any recommendations

**Whether further specialist employment law and HR support should be sought when the current contract expires and, if so, how it should be procured.**

***(RECOMMENDATION: That further support be sought by contract procured under a closed tender process – members are invited either to specify the contract term and any providers specifically desired or to leave these to the discretion of officers.)***

For further information, contact:

Chris Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Jo Hurd, Deputy Town Clerk  
Direct Dial: 01425 484721  
Email: [jo.hurd@ringwood](mailto:jo.hurd@ringwood.gov.uk) gov.uk



# Ringwood Town Council

## Pay Policy

Adopted on: 26<sup>th</sup> June 2019

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### 1. Introduction

This Policy contains the principles and practices to be observed with regard to the pay of Council employees and workers:

- whenever a paid post is created or reviewed prior to recruitment;
- when an appointment is made to a paid post
- whenever pay is reviewed either as part of a general annual review or an interim review;
- a post is being re-graded; or
- in any other situation involving an issue of pay or pay review.

This policy does not apply to payments under contracts for services as distinct from contracts of service.

### 2. Pay and pay scales

- 2.1 Pay shall be linked to the scale promulgated from time to time by the National Joint Council for Local Government Services with the annual pay (or its hourly equivalent) for each post-holder being set at one of the points on that scale.
- 2.2 No paid post shall be created nor any new appointment made to an existing paid post without the prior approval of councillors. Save in the case of a post arising from the transfer of an employee with protected rights or other exceptional circumstance, councillors shall specify a range of at least 4 pay points on the NJC scale to the post.

- 2.3 From recruitment or appointment, employees shall be paid at the lowest point on the relevant range unless a higher point is agreed having regard to prior experience, fulfilment of desirable criteria set out in the person specification or other relevant factors.
- 2.4 Any employee who has worked for the Council for at least six months shall be entitled to apply for their post to be re-graded for pay purposes at any time PROVIDED THAT no post shall be re-graded more than once in any three-year period unless there has been a material change in the duties required or level of responsibility carried since the current grade was set.

### **3. Pay review**

- 3.1 Changes to pay figures agreed by NJC shall be applied to the pay of employees as agreed by NJC. Any shortfalls in pay arising from back-dated increases in pay shall be paid (without interest) as soon as practicable.
- 3.2 Subject to clauses 3.3, 3.4, 4 and 5 below, each employee shall be awarded one increment (that is, their pay shall move one point up the scale relating to their post) with effect from 1<sup>st</sup> April every year unless and until their pay has reached the top point on the scale for their post.
- 3.3 Whenever the 1<sup>st</sup> April falls within the probationary period of an employee, the increment described in clause 3.2 shall not take effect unless and until satisfactory completion of that probationary period (or any extension of it).
- 3.4 If the Town Clerk considers (after consultation with any separate line manager involved) that the performance and/or behaviour of an employee has:
- 3.4.1 fallen significantly below the standard expected, he may withhold the increment that would otherwise be awarded by virtue of clause 3.2 above; or
- 3.4.2 greatly exceeded the standard expected, he may award a second increment in addition to that awarded by virtue of clause 3.2 above.

In either case, an employee aggrieved by the decision of the Town Clerk may appeal that decision to the Council's Staffing Committee by giving notice of such desire to the Town Clerk. The Town Clerk must then arrange a meeting of the Staffing Committee which will then

decide whether to uphold the decision of the Town Clerk or substitute a decision of its own. At any such meeting, the Town Clerk will act as presenting officer and the Deputy Town Clerk will act as clerk to the committee (unless the Deputy Town Clerk is the aggrieved employee, in which case the services of an independent person will be arranged).

#### **4. Changes to the NJC Scale**

- 4.1 From time to time changes are made to the structure of the NJC scale and this can lead to uncertainty as to how an increment is to be applied when it coincides with such a change. In such circumstances, the following rules are to apply.
- 4.2 If the pay point for a post is abolished altogether or amalgamated with one or more other pay points, then on the effective date of the change, the pay for that post is to be increased to the next highest pay point on the new scale and no other increment is to be awarded.
- 4.3 If one or more additional pay points are created within a pre-existing range of points, any increment awarded to the holder of a post affected shall apply to the points on the new scale.
- 4.4 The provisions of clauses 3.3 and 3.4 above shall apply *mutatis mutandis* and any employee aggrieved by the outcome of the application of these rules shall have the same right of appeal described in clause 3.4 above.

#### **5. Application to the Town Clerk**

- 5.1 The provisions of clauses 2, 3.1, 3.2, 3.3 and 4 shall apply to the Town Clerk unless the Council agrees alternative arrangements with the Town Clerk.
- 5.2 The provisions of clause 3.4 shall apply to the Town Clerk with the substitution of the words “the Staffing Committee” for “the Town Clerk”.