

Ringwood Town Council

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

Tel: 01425 473883

www.ringwood.gov.uk

SUMMONS

Dear Member

19th September 2019

You are hereby summoned to attend a meeting of the Town Council at the Forest Suite, Ringwood Gateway on 25th September 2019 at 7.00pm.

Mr C Wilkins
Town Clerk

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. To receive Apologies for Absence
3. To receive Declarations of Interest
4. ALLOTMENT COMPETITION 2019 – Presentation of prizes
5. To approve as a correct record the Minutes of the Meeting held on 31st July 2019 and the extraordinary meeting on 11th September 2019
6. To receive Minutes of Committees and approve recommendations contained therein:

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|-----------------------------------|--|
| Recreation, Leisure & Open Spaces | DATE :- 4 th September 2019 |
| Planning, Town & Environment | DATE:- 2 nd Aug' & 6 th Sept' 2019 |
| Policy & Finance | DATE:- 18 th September 2019 |
7. To consider a motion put forward by Cllrs Deboos and O'Reilly as follows:

“That Ringwood Town Council declare a climate emergency in accord with Hampshire County Council and in consequence that:

 1. A declaration of a climate emergency is made;
 2. The council will work with Hampshire County Council and the New Forest District Council with the aim of achieving “carbon neutrality” by 2030;
 3. Going forward, consideration of “carbon impact” will be core to the decision making of the council;
 4. The council will set up a working party to determine what expertise is available in-house and within the Ringwood community to assist with achieving the “carbon neutrality” goal;
 5. The council will provide local leadership to the Ringwood community regarding climate change.

8. TOWN CLERK'S ANNUAL REVIEW

To consider the Town Clerk's report and the recommendations therein (*Report A*)

9. To receive such communications as the Town Mayor may desire to lay before the Council (Councillors are reminded that no decision taking may take place as a result of this item)

10. To Receive Reports from Ringwood Town Councillors and Student Advisors (Councillors are reminded that no decision taking may take place as a result of this item)

11. To receive Reports from County and District Councillors (Councillors are reminded that no decision taking may take place as a result of this item)

12. Forthcoming Meetings – to note the following dates:

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|-----------------------------------|---------|---|
| Recreation, Leisure & Open Spaces | 7.00pm | Wednesday 2 nd October 2019 |
| Planning, Town & Environment | 10.00am | Friday 4 th October 2019 |
| Policy & Finance | 7.00pm | Wednesday 16 th October 2019 |
| Full Council | 7.00pm | Wednesday 30 th October 2019 |

If you would like further information on any of the agenda items, please contact Mr Chris Wilkins, Town Clerk, on 01425 484720 or chris.wilkins@ringwood.gov.uk

Council Members:

Chairman: Cllr Tony Ring, Town Mayor
Vice-Chairman: Cllr Philip Day, Deputy Mayor
Cllr Andy Briers
Cllr Gareth Deboos
Cllr Hilary Edge
Cllr Christine Ford
Cllr Rae Frederick
Cllr John Haywood
Cllr Jeremy Heron
Cllr Peter Kelleher
Cllr Darren Loose
Cllr Gloria O'Reilly
Cllr Steve Rippon-Swaine
Cllr Glenys Turner

Student Advisors:

25th September 2019

Town Clerk's Annual Review

1. Introduction and reason why decision required

The cycle of the Town Clerk's annual reviews was disrupted by the election earlier this year and if they are to resume, suitable arrangements need to be agreed by members.

2. Background information, options, impact assessment and risks

- 2.1 Annual reviews are not required by law, nor are they formally required as a "proper practice". However, given the importance of the role of Town Clerk to the functions of a Council of this size it would be unusual not to have some form of annual review.
- 2.2 Annual reviews take many different forms, with employers adopting formats that suit their individual circumstances and needs. Generally speaking, the larger the employer, the more structured and formal its review system tends to be. If an employer operates a "performance related pay" system, annual reviews are often used as the primary instrument for appraising performance and determining pay entitlements.
- 2.3 Ringwood Town Council is a relatively small employer. Pay is not currently linked formally to performance. So, recent annual reviews have tended toward the more informal end of the spectrum. They have been used as a relaxed forum to exchange views and any concerns in the hope of nipping problems in the bud and heading off trouble. Although some priorities have been suggested, councillors have generally shied away from setting specific goals and targets, for two very good reasons. First, the clerk's role is so susceptible to unpredictable changes that any goals could quickly become irrelevant. Secondly, the difficulty of establishing arrangements for deciding such goals in a suitably democratic, accountable and transparent manner.
- 2.4 This report therefore concludes with recommendations for arrangements to resume the relatively informal processes followed in the past. It is open to members to indicate a preference for more formal practices. In that event, a further report can be prepared for consideration at a later meeting.

3. Issue for decision and any recommendation

Should the Terms of Reference of the Staffing Committee be amended by the addition of the following "to undertake an annual review of the Town Clerk's performance in such manner as it sees fit and make recommendations to the Policy & Finance Committee with regard to the Town Clerk's pay"?

RECOMMENDATION: Councillors are recommended to approve the suggestion.

For further information, contact:

Chris Wilkins, Town Clerk
Direct Dial: 01425 484720
Email: chris.wilkins@ringwood.gov.uk