



PORTISHEAD TOWN COUNCIL

THE FOLK HALL, 95 HIGH STREET, PORTISHEAD, BS20 6PR

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Chairman: Cllr. Paul Gardner Clerk: Martin Salisbury

NOTICE and SUMMONS to STAFFING & FINANCE COMMITTEE **MEETING on WEDNESDAY 29 JULY at 7.30pm**

To Members of the Staffing and Finance Committee: Councillors Aldridge, Bull (Chairman), Gardner, Goddard (Vice Chair), Mason and Slatter.

All Members of the Staffing and Finance Committee are summoned to a meeting of the Committee to be held at **7.30pm on Wednesday 29th July 2020**. The meeting will be held remotely via Microsoft Teams and is open to public attendance by internet or phone.

The public internet link to join the meeting is available in electronic copy of this Agenda, which can be downloaded from the [News & Events Page](#) of the Portishead Town Council website at www.portishead.gov.uk. On the News & Events calendar click on the meeting date to access the agenda and links to join the meeting.

[Join Microsoft Teams Meeting](#) *(click this link to join via the internet)*

You can also participate by telephone using the phone number and conference ID below:

[+44 20 3787 4879](tel:+442037874879) United Kingdom, London (Toll) - Conference ID: 779 031 044#

There will be a Public Participation session where comments can be made on Agenda items. We ask that any questions are emailed to clerk@portishead.gov.uk in advance of the meeting so they can be efficiently addressed in the meeting. After public participation microphones may be muted to enable the efficient running of the meeting.

Please join at least 5 minutes before the meeting start time to deal with technical issues.

The meeting will be recorded (audio and video) and made available with the minutes of the meeting on the town council website.

All participants should mute microphones when not talking to enable the efficient running of the meeting.

By order of:

M Salisbury

M Salisbury | Town Clerk | Clerk@Portishead.gov.uk

24th July 2020

AGENDA

This remote meeting will be recorded

1. Apologies for absence

To receive and accept apologies for absence

2. To receive any declarations of interest and any requests for dispensations

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Portishead Town Council's Code of Conduct, Standing Orders, and the Localism Act 2011

3. Chairman's Report

To receive a verbal report from the Chairman in respect of the following items.

- Staffing matters
- Traffic warden
- Town Orderly

4. Public Participation

In accordance with Standing Orders, members of the public may make representations, ask questions, and give evidence in respect of any items of business included in the agenda. Each person will be limited to four minutes. This section of the meeting will not exceed thirty minutes. To ensure the orderly running of the meeting, public participation to speak after this point may be muted.

5. Confirmation of the minutes of the last meeting

It is proposed that the draft minutes of the Staffing and Finance Committee meeting held on 13 May 2020 are approved as a correct record of the meeting and signed by the Chairman.

6. To receive the Quarter 1 Financial Management Report to 30 June 2020

To consider and approve the draft Financial Management Report for Quarter 1, comprising Income & Expenditure statement by budget heading (Item 6a) and Balance Sheet (Item 6b). To be signed by the Responsible Financial Officer.

7. To receive the Bank Reconciliation to 30 June 2020

In accordance with Financial Regulation 2.2 to receive and review the bank reconciliation and supporting bank statements to 30 June 2020. There being no reconciling items that require further investigation, Cllr Bull to approve and sign the reconciliation.

8. Final Internal Audit Report for year ended 31 March 2020

To receive the internal audit report for the year ended 31 March 2020 and to approve its conclusions.

9. Risk Assessment 2020

To receive the Risk Assessment Review for 2020 and to approve its recommendations.

10. Review of HR Policies

To review and approve the following Human Resources (HR) Policies updated to 2020 model templates as provided by SW Councils:

HR Policies 2020:
Absence Management Policy
Appraisal Scheme
Equal Opportunities Policy
Bullying and Harrassment Policy
Capability Procedure
Discipline Procedures Policy
Flexible Working Policy
Grievance Policy
Leave Policy (non green book)
Leave Policy (green book)
Maternity, Adoption and Paternity Leave (green book)
Maternity, Adoption and Paternity Leave (non green book)
Policy for Staff Protection
Shared Paternity Leave

11. Health & Safety Support/Service Agreement

To enter into a Health & Safety support agreement with a reputable provider for a cost not to exceed £2,500 per annum. The support to include annual physical inspections n and audit of health & safety practice and procedures, provision of health & safety policies and checklists to ensure compliance. Effectively, an outsourced 'turn-key' health & safety support to cover all PTC assets and operations.

12. Hall Hire Debtor Balances Review

A review has been undertaken of hall hire receivable balances and several old balances collected following the year end. However there remain 5 balances totalling £122.50 relating to hires prior to 31 January 2020 that we have not been able to collect which may have previously been settled but not updated in the old accounting system.

Approval is sought to write-off the £122.50 of debtor balances and to concentrate collection efforts on the remaining outstanding hall hire billings for February and March 2020 of £557.29, although it is noted that a number of these may ultimately be irrecoverable due to bookings cancelled but not necessarily advised to PTC due to Covid-19.

13. Budgeting Process 2021-2022

Precept notification is normally required by NSC in the last week of January and so the 2021-2020 budget process is planned to take place in the period from September to December to facilitate the setting of the Precept. The following timetable and meetings are proposed for the 2012-2022 budget process.

Issue of budget instructions to Committees	31 August 2020
Submission of budget requests by Committees	30 September 2020
First budget planning meeting (Internal)	21 October 2020
Presentation/discussion of draft budget – Town Council	18 November 2020
Second budget planning meeting (Internal)	30 November 2020
Presentation and approval of budget & Precept – Town Council	16 December 2020* or 20 January 2021*
Notification of Precept to NSC	22 January 2021

*Due to staff and councillor holidays it may be necessary to hold an Extraordinary Town Council meeting on or around 17 December to consider and approve the budget if it cannot be fully considered at the January Town Council Meeting.

14. Staff – Employment of Temporary Office Assistant

The impact of Covid-19 in the delivery of community support and the phased return to normal operations has placed significant burdens on PTC staff, with respect to ongoing community action and support and communications. There is a need to focus staff on community support and recovery objectives together with website and communication improvements, in addition to returning to normal business. Accordingly, it is proposed to employ an office administrator, to deal with day-to-day running of the office, on a temporary basis, initially for up to 3 months on the following terms:

Hours – up to 15 hours a week (envisaged 3 hours each morning)

Pay rate – in SCP range 7 to 12, of between £10.16 and £11.22 per hour

Term – initial 3-month contract (any extension to be subject to further approval)

Pension – basic auto-enrolment pension rights

15. Staff – Employment of Project Assistant

The policies and procedures of PTC require review and up-dating and again Covid-19 demands have delayed this work. It is proposed that a locum Town Clerk is employed for a period of no more than 3 months, to assist the Town Clerk in a review of all PTC policies and procedures, together with the associated update and modernisation of the website. The terms of employment being:

Hours – up to 10 hours a week

Pay rate – between SCP 45 and 46 (£24.89 to £25.52 per hour)

Term – a period not to exceed 3 months

Pension – basic auto-enrolment pension rights

16. Staff Pay Award 2020-12

As reported to the May committee meeting the NJC employers final offer of a 2.75% pay increase on all NJC pay points was made on 16 April and rejected by the Unions. It is our understanding that the unions (GMB and Unison) are holding a further consultation with members until the end of July and so this year's pay round is unlikely to be completed until the end of August at the earliest.

At the same time, it is noted that the Avon Pension Fund Employer contribution rate has increased from 18.7% to 23.2% of pay for 2020-21. This represents an increase of 4.5% and an additional and unbudgeted pay bill cost to the Council for 2020-21 is estimated at £6,000 p.a.

It is not possible to increase the employee pension contribution rate or reduce the level of pension benefits under the LGSS pension scheme. Accordingly, the increased cost of the staff pension benefit falls on the employer.

PTC is not contractually obliged to apply the NJC National Pay award to all staff, as Town Council staff do not have to follow Green Book terms and many Town Councils are no longer members of the LGSS pension scheme. It is therefore proposed that no pay increase should be awarded to staff (that are LGSS scheme members) for 2020-21 reflecting the additional employment cost already being borne by the council in preserving their pension rights and the NJC National Pay Award (when agreed) should only be applied to staff that are not members of the LGSS pension scheme.

17. Halls – Redcliffe Bay Snooker Club Hire

With the onset of Covid the Council allowed groups and clubs using its halls to cancel booking without charge and is assisting groups to return to the halls in a Covid Secure manner.

The Redcliffe Bay Snooker club have exclusive use of the basement room at the Redcliffe Bay Hall. Since 25 March they have been precluded from playing snooker at the hall due to social distancing regulations and from 20 July have recommenced playing but with a capacity limited to two players at a time. Reflecting their reduced use of the hall and their reduced income from playing fees the council wishes to support the club financially by offering a reduced rent for the period of Covid measures.

It is proposed that a 75% reduction in rent is given for the period April to July and a 50% reduction in rent whilst capacity is limited to two players. The cost of the rent reduction for the period April to July being £480.00.

18. Date of the next meeting

The next Staff & Finance Committee Meeting will be on Wednesday 28th October 2020.

End