

# GODALMING TOWN COUNCIL

Tel: 01483 523575  
Fax: 01483 523077  
E-Mail: office@godalming-tc.gov.uk  
Website: www.godalming-tc.gov.uk

Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

18 January 2019

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 24 JANUARY 2019 at 7.30pm or at the conclusion of the preceding Audit Committee, whichever is later.

Andy Jeffery  
Town Clerk

Committee Members: Councillor Cosser – Chairman  
Councillor Gray – Vice Chairman  
Councillor Poulter  
Councillor Hunter  
Councillor Walden  
Chairman of Policy & Management (*ex officio*)

## AGENDA

### 1. MINUTES

To approve as a correct record the minutes of the meeting held on the 8 November 2018, a copy of which has been circulated previously.

### 2. APOLOGIES FOR ABSENCE

### 3. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

### 4. WORK PROGRAMME

Members to review the committee's work programme, copy attached for the information of Members.

### 5. STAFF ABSENCES & TOIL REPORT

In accordance with Standing Order 146 a summary report of staff absences for 31 December 2018 is attached for the information of Members.

### 6. SCHEME OF DELEGATION

Members to consider the Scheme of Delegation (attached for the information of Members). The scheme of delegation authorises Standing Committees of the Council, the Proper Officer and the Responsible Finance Officer and other staff to act within delegated authority in the specific circumstances detailed. These delegations are necessary for the effective day-to-

day running of the Council. Whilst some aspects of the Scheme of Delegation are matters reserved for the Policy & Management Committee, others do relate to staffing issues and, as such, should be considered by this Committee first so that appropriate recommendations may be made to the Policy & Management Committee.

If Members are satisfied the Scheme of Delegation allows for the practical administration of staff functions, it is recommended that Members resolve to pass the Scheme of Delegation to the Policy & Management Committee for further consideration by that Committee, prior to passing to Full Council for adoption.

7. ABSENCE OF THE PROPER OFFICER (TOWN CLERK) – DELEGATION OF FUNCTIONS, DUTIES AND RESPONSIBILITIES TO AN ALTERNATE NOMINATED OFFICER – INTERIM ARRANGEMENTS.

Based on the recommendations from agenda item 6 above, Members are requested to make appropriate recommendations to Full Council on the future of the interim arrangements in respect of the delegation of functions, duties and responsibilities in the absence of the Town Clerk agreed by Council on 13 September 2018 (Min No 164-18 refers).

If Members resolve to agree to recommend the Scheme of Delegation to the Policy & Management Committee for consideration prior to passing to Full Council for adoption, it is also recommended that, on adoption of the Scheme of Delegation by Full Council, that this Committee recommends that Full Council revoke the interim arrangements.

8. REVIEW OF PENSION ARRANGEMENTS – MEMBERS' UPDATE

As part of the considerations regarding the potential for the employment of outside services and maintenance staff, the Policy & Management Committee requested this Committee to consider issues relating to options for pension provision. This has proved to be a complex issue, with as yet no clear outcomes. As such the attached paper is submitted to provide Members with an update on how this work strand has progressed.

Having considered the work to date, Members are requested to indicate how they wish the matter to be progressed.

9. SALARIES BUDGET 2019-20

Members to note that the Chair of Staffing has reviewed the staff salaries budget for 2019/20 as part of the budget setting process and in accordance with Financial Regulation 4.4.

10. PAY AWARDS

Members to consider the 2019/2020 pay award (attached for the information of Members) as recommended by the National Association of Local Councils and to note that the Scale Points have been changed to reflect changes to the lower end for minimum living wage rates. Members further asked to recommend the 2019/2020 pay settlement for acceptance by Full Council.

11. NEW COUNCILLOR & STAFF MEMBER INDUCTION & TRAINING POLICY

Members to consider the New Councillor & Staff Member Induction & Training Policy (attached for the information of Members) and if agreed, as the policy also covers new councillor induction and training, Members are requested to resolve to agree to recommend the policy to the Policy & Management Committee for consideration prior to passing it for adoption by Full Council.

12. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

13. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held on Thursday, 28 March 2019 at 7.00 pm in the Council Chamber.

14. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

4. STAFFING COMMITTEE – WORK PROGRAMME – 24 JANUARY 2019

TASK	PROGRESS	LAST REVIEW DATE	PRIORITY FOR REVIEW	ACTUAL COMPLETION DATE
Pensions	Review of future pension arrangements. Initial report for next meeting – <b>item on this agenda</b>		1	
Outside Works Team Gradings	Report for next meeting		2	

POLICY	DATE ADOPTED	REVIEW DATE
Appraisal Scheme	20 July 2017	28 March 2019
Absence & Sick Pay Policy and Procedure	19 July 2018	4 July 2019
Leave Policy	19 July 2018	4 July 2019
Disciplinary Procedure	19 July 2018	12 September 2019
Grievance Procedure	19 July 2018	12 September 2019
Employee Code of Conduct	13 September 2018	7 November 2019
Dignity at Work Policy	13 September 2018	7 November 2019
Fire Safety Precautions and Emergency Procedures	15 November 2018	30 January 2020

First Aid Policy	15 November 2018	30 January 2020
Lone Working Policy	15 November 2018	30 January 2020
Code of Conduct – IT Facilities	22 March 2018	30 January 2020
Social Media Policy	22 March 2018	30 January 2020
DBS Data Handling Policy	15 November 2018	September 2020
Recruitment of Ex-Offenders Policy	15 November 2018	November 2020
Recruitment of Ex-Offenders Policy Statement	15 November 2018	November 2020

**GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2018 TO DECEMBER 2018**

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	CUMULATIVE	2017/18	2016/17	2015/16	2014/15	2013/14
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours					
Available Working Hours	850.0	857.0	857.4	873.2	932.4	820.4	931.0	888.0	823.2	<b>7,832.6</b>	9,005.6	10,116.6	10,944.6	9,281.1	8,610.8
Annual Leave Taken	15.7	136.9	78.6	226.6	190.0	104.9	92.3	33.3	74.0	<b>952.3</b>	873.6	1,056.6	1,132.2	994.6	927.3
Sick Leave Taken	-	16.8	14.8	-	5.0	27.2	-	-	-	<b>63.8</b>	106.6	33.3	547.7	404.2	47.3
Other Authorised Absence	-	-	-	-	2.0	-	-	-	-	<b>2.0</b>	2.0	17.2	32.8	32.0	12.5
Net working hours	834.3	703.3	764.0	646.6	735.4	688.3	838.7	854.7	749.2	<b>6,814.5</b>	8,023.4	9,009.5	9,231.9	7,850.3	7,623.7
Net working hours as % of available hours	98%	82%	89%	74%	79%	84%	90%	96%	91%	<b>87%</b>	89%	89%	84%	85%	89%
Sick Leave as a % of Available Hours	0.0%	2.0%	1.7%	0.0%	0.5%	3.3%	0.0%	0.0%	0.0%	<b>0.8%</b>	1.2%	0.3%	5.0%	4.4%	0.5%
Annual Leave taken as a % of Total Annual Leave	1%	10%	5%	16%	13%	7%	6%	2%	5%	<b>66%</b>	83%	84%	82%	84%	83%

Notes:

Annual Leave 2018/19 - Full Year										<b>1266.6</b>	930.2	1051.6	1154.4	992.6	936.5
Annual Leave b/f from 2017/18										<b>168.6</b>	118.6	199.8	181.3	186.4	177.2
Total Annual Leave Available - Full Year										<b>1435.2</b>	1048.8	1251.4	1335.7	1179.0	1113.7

All figures are expressed in hours

**GODALMING TOWN COUNCIL - STAFF TOIL REPORT APRIL 2018 TO DECEMBER 2018**

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	CUMULATIVE
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Opening TOIL Balance	29.7	93.8	104.5	104.7	106.2	78.9	84.1	66.2	95.2	
Accumulated	83.0	16.1	21.2	8.2	1.3	12.2	3.3	71.4	7.3	<b>223.8</b>
Taken	19.3	7.2	20.6	6.6	28.6	7.0	22.0	42.3	33.3	<b>186.9</b>
Closing TOIL Balance	93.8	104.5	104.7	106.2	78.9	84.1	66.2	95.2	69.2	
Festivals	21.0	-	-	-	1.3	-	-	-	-	<b>22.3</b>
Council Meetings	7.2	12.1	5.1	7.2	-	9.2	3.3	15.5	1.3	<b>60.7</b>
Parish Meetings	29.1	-	-	-	-	-	-	-	-	<b>29.1</b>
Other Evening Meetings	6.4	-	4.0	-	-	1.0	-	13.3	-	<b>24.7</b>
Civic Events	13.3	-	10.2	-	-	2.0	-	36.0	-	<b>61.5</b>
Other	6.0	4.0	2.0	1.0	-	-	-	6.2	6.0	<b>25.2</b>
	83.0	16.1	21.2	8.2	1.3	12.2	3.3	71.4	7.3	<b>223.4</b>

Notes:

- April - Spring Festival, Town Meetings, Mayors reception, Council evening meetings
- May - Annual Council, Council evening meetings
- June - Civic service, Council evening meetings, Other evening meetings
- July - Council evening meetings
- August - Staycation
- September - Council evening meetings, other evening meetings, Remembrance planning
- October - Council evening meetings
- November - Remembrance Sunday, Council evening meetings, Other evening meetings
- December - Council evening meetings, Courses

SC 24.01.19  
 Agenda Item 5

## **SCHEME OF DELEGATION**

This scheme of delegation authorises Standing Committees of the Council, the Proper Officer and the Responsible Finance Officer to act within delegated authority in the specific circumstances detailed. These delegations are necessary for the effective day to day running of the Council. This scheme of delegation shall be reviewed by the Council at least annually along with the review of the Council's Standing Orders and Financial Regulations.

### **COUNCIL AND ITS COMMITTEES**

#### **1 Council**

The following are reserved matters for the Council to decide, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:

- Approval of Budget and setting the Precept
- Authorisation of Borrowing
- Approval of the Council's Annual Governance Statement and the Accounting Statement.
- Addressing recommendations in any report from the internal or external auditors
- Making, amending or revoking Standing Orders, Financial Regulations and the Scheme of Delegation
- Appointment to Standing Committees
- Filling of vacancies occurring on any Standing Committee of the Council during the Civic year
- Making, amending or revoking bylaws
- Making of orders under any statutory powers
- Approving and adopting the Council's Aims and Objectives
- The appointment of the Town Clerk and the Responsible Finance Officer taking into account the advice of the Staffing Committee
- The dismissal of the Town Clerk or Responsible Finance Officer
- The dismissal of members of staff, excluding during probationary periods
- Dates of meetings of the Council
- Agreement to take on new, including devolved services, subject in all cases to the recommendation of the Staffing and Policy & Management Committee
- Matters of principle or policy
- Noting all the minutes approved by Committees
- Approval of application for the Local Council Award Scheme
- Nomination and appointment of representatives of the Council to any other authority, organisation or body
- Any proposed undertaking committing expenditure above £50,000
- Responses to legislative and other allied consultations excluding planning related matters dealt with by the Policy & Management Committee
- Prosecution or defence in a Court of law other than an Employment Tribunal



- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a Committee
- Decisions to adopt the General Power of Competence
- Write off of bad debts
- All other matters which must, by law, be reserved to the Full Council

## **2 Delegation to Committees**

For the day to day business of the Council, there are four Standing Committees of the Council

- Policy & Management
- Mayoralty
- Audit
- Staffing

The terms of reference and accountability of each committees is set out in Chapter 15 of the Council's Standing Orders.

The delegated decision making by Committees must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. Where decisions are delegated to a Committee, so as far as is legally permissible, they are deemed the acts and proceedings of the Council.

The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

All Committees shall be delegated to make a decision on behalf of the Council to approve of the Committees Minutes as a true and correct record and to pass such minutes for Noting by the Council.

## **PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER**

### **3 Proper Officer**

The Town Clerk is designated and authorised to act as Proper Officer of the Council for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer other than as required by the LGA 1972 S151 (Responsible Finance Officer) and as such is authorised to carry out the functions specified in Chapter 3 of the Council's Standing Orders. Additionally to the above, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council.

- Oversee all of the Council's services
- Manage the Council Staff in accordance with the Council's policies, procedures and budget
- Authorisation of expenditure as detailed in the Councils Financial Regulations
- Take, discontinue and/or appear in any legal action authorised by the Council
- Take Counsel's advice or instruct Counsel to represent the Council in any legal action authorised by the Council
- To appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest
- Negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal

- Terminate employment during probation and to review salary on completion of probationary periods (in consultation with the Chairman of the Staffing Committee)
- Commission legal and professional advice on staffing matters
- To apply for planning consent for carrying out of development by the Council
- Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land
- Negotiating the terms of any lease, licence conveyance or transfer of land or property
- The granting or refusal of the Council's consent under the terms of any lease
- The granting of easements, wayleaves and licences over Council land
- Exercise in his own right or to authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control
- Serve requests for information as to ownership, occupation and other interests in land for the purpose of any function under their control
- Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to the Council's Standing Orders and Financial Regulations.
- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Town Clerk will exercise these powers in accordance with:

- Approved budgets
- The Council's Standing Orders and Financial Regulations
- The Council's Policy Framework and other adopted policies and procedures of the Council
- All statutory common law and contractual requirements

The Town Clerk may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

Provided that such authorisation is not prohibited by statute, the Town Clerk, to whom a power, duty or function is delegated, may authorise another Officer to exercise that power, duty or function, subject to:

- Such authorisation being in writing
- Only to be given to an Officer below the delegated officer in the organisational structure
- Only being given where there is significant administrative convenience in doing so
- The Officer authorised by the Town Clerk acting in the name of the Town Clerk

A delegation to a subordinate Officer shall not prevent the Town Clerk from exercising the same power or duty at the same time.

#### **4 Position of Leader of the Council**

The Council will appoint a Leader of the Council who will normally hold the position of Chairman of the Policy & Management Committee.

Since no individual Member may act alone in an executive capacity, the Clerk is delegated and directed to work with the Leader to undertake overall management of the business of the Council, including:

- Day to day decisions on the implementation of Council Policy

- Overseeing work to implement Council Strategy
- Managing Urgent Business
- Liaising with political groups to propose a consensus on Council priorities

It should be noted that the Leader of the Council is a political position and does not replace or usurp the statutory position and role of the Mayor as Chairman of the Council

## 5 Urgent Matters

In the event of any matter arising which requires an urgent decision, the Town Clerk shall forthwith consult with the Leader and Mayor and other relevant Committee Chairs and/or Vice Chairs before acting on behalf of the Council.

Before the Town Clerk exercises the delegated powers granted by the above paragraph, those Members consulted shall consider whether the matter justifies summoning an Extra-ordinary Meeting of the Council or appropriate Committee.

Whenever any action is taken as a matter of urgency, full details of the circumstances justifying the action shall be submitted in writing to the next available meeting of the Committee concerned and/or Council.

## 6 Absence of the Town Clerk

The Town Clerk has broadly two roles within the organisation of the Council, firstly to fulfil the functions of the designated Proper Officer of the Council as detailed in para 3 above and Section Three of the Council's Standing Orders and secondly to act as the council's senior executive and head of paid services with overall responsibility for the strategic delivery of council services.

**Delivery of Council Services:** The tactical delivery of council services lies with the staff member responsible for the day to day delivery of the service. However, in the unlikely event that a staff member requires guidance on an urgent & significant issue which cannot wait until the return to work of the Town Clerk, they may consult directly with the Chairman of the Committee responsible for the service. Emergency expenditure may be incurred within the criteria set out in table 1 below. The Town Clerk is to be briefed on the issue in question at the earliest opportunity upon his/her return to work.

**Delivery of Democratic Services;** In the unplanned/unexpected absence of the Town Clerk, the Support Services Officer is to inform the Chairman of the Council and the Chairman of the Staffing Committee of the situation and is authorised to carry out the functions of the Proper Officer necessary to ensure the continued delivery of the council's democratic services, specifically those required under Standing Order 32 – the serving of a duly signed summons confirming the time, place and the agenda for a meeting of the Council or one of its committees and the posting of the appropriate public notices.

Additionally in the unplanned absence of the Town Clerk which has or is likely to exceed 7 days, the Services Support Officer is authorised to liaise with the Chairman of the Council (Mayor) in order to call an extra-ordinary meeting of the Council as provided by Standing Order 134, for the purposes of agreeing arrangements appropriate for the situation.

## 7 Responsible Financial Officer

The Responsible Finance Officer to the Council is the designated Local Government Act 1972 Section 151 Officer and shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

The Responsible Finance Officer is authorised to:

- Operate the Council's banking arrangements.
- Pay all accounts properly incurred
- Pay all subscriptions to organisations to which the Council belongs
- Make all necessary arrangements for the provision of an internal and external audit service for the Council
- Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate
- Enter into leasing and contract hire agreements for the acquisition of vehicles, machinery and equipment approved by Council or an appropriate Committee on such terms as are considered appropriate
- Manage investments as authorised by the Councils investment strategy
- Raise and repay loans approved by the Council
- Authorise action for the recovery of debt
- Maintain a Register of Assets and Inventory of Equipment
- Determine the Town Council's insurance requirements.
- Make all necessary arrangements for the Council's insurance
- Prepare a draft budget for consideration by Council (in consultation with the Town Clerk)
- Prepare the final accounts for each financial year

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Responsible Finance Officer will exercise these powers in accordance with:

- Approved budgets
- The Council's Standing Orders and Financial Regulations
- The Council's Policy Framework and other adopted policies and procedures of the Council
- All statutory common law and contractual requirements

The Responsible Finance Officer may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

## 8 Authority to Incur Expenditure

Table 1 details the authorised limits of expenditure and certification of invoices, costs above these limits are to be referred upwards to the Town Clerk, appropriate Committee or Full Council as appropriate to the circumstances.

**Table 1.**

<b>AUTHORITY</b>	<b>LIMIT</b>	<b>OFFICER</b>	<b>COMMENTS</b>
1.To incur expenditure	Within Budget	Town Clerk	As Proper Officer for the Council, the Town clerk is tasked with enacting the decisions of the Council and does this within approved budget parameters
	Less than £1,000 and within budget cost centres: BWP, Pepperpot Allotments WNC	Facilities Supervisor	Items above this amount to be authorised by the Town Clerk

	Bandstand Museum Land & Property – Other (Public Toilets) Public Realm JBC		
	Less than £1,000 and within budget cost centres: Head Office Costs Civic Expenses Town Promotion	Services Support Executive	Items above this amount to be authorised by the Town Clerk
	Less than £500 and within budget cost centres: Town Promotion Staycation Festivals & Markets Fireworks Night	Community Services & Communications Officer	Items above this amount to be authorised by the Town Clerk
2. Emergency Expenditure	Less than £4,500	Town Clerk	Report to next Council/Committee Meeting as appropriate
	Less than £2,000	Responsible Finance Officer	In the absence of the Clerk, or acting on behalf of the Clerk, the Responsible Finance Officer is authorised to also action emergency measures when necessary after consultation detailed under paragraph 5 - Urgent Matters
3. Certification of Invoices	Invoices of £2,500 and above for all budget cost centres	Town Clerk	The RFO carries out an additional level of checks whilst inputting into the accounts system
	Invoices below £2,500 for budget cost centres delegated to the listed officers	Facilities Supervisor, Services Support Executive, Community & Comms Officer	The RFO carries out an additional level of checks whilst inputting into the accounts system

## 8. REVIEW OF PENSION ARRANGEMENTS – MEMBERS' UPDATE

### Background

As part of the considerations regarding the potential for the employment of outside services and maintenance staff, the Policy & Management Committee requested this Committee to consider issues relating to options for pension provision. This has proved to be a complex issue, with as yet no clear outcomes. As such this paper is submitted to provide Members with an update on how this work strand has progressed.

### Current Position

As set out in their contracts of employment or under TUPE Regulations, all current Godalming Town Council employees with pension auto-enrolment entitlement are enrolled into the Local Government Pension Scheme operated by Surrey County Council.

### Local Government Pension Scheme

The Local Government Pension Scheme (LGPS) is a qualifying scheme under s.16 of the Pension Act 2008 (the 2008 Act) and is governed by the Superannuation Act 1972 and regulations. Some public sector employers have a statutory obligation to participate in the LGPS (for example, a county, district or London borough council in England; a county council or county borough council in Wales). Others, including local councils, can choose whether or not to designate an employee (or a class of employees) for LGPS membership<sup>1</sup>.

Under Schedule 2 Part 2 of the 2008 Act, Godalming Town Council (GTC) is a designating body for the Local Government Pension Scheme, as such it may, as detailed above, nominate an employee or class of employees eligible for membership of the Scheme.

Although the average LGPS pension of £4,000 a year (£2,600 for women) does not lead to a gold-plated retirement<sup>2</sup>, it does mean scheme members have some security in later life and is considered by employees working in Local Government as a valuable part of the pay and reward package.

The specifics of which class of employee or when a designation to the LGPS was made by GTC is unknown at present, however, there is documentary evidence that GTC has had employees enrolled into the LGPS since at least 1997.

The LGPS is collectively the biggest pension fund in the country and fourth largest in the world making it a major shareholder in business and the UK economy. Employees contribute an average of 6.4% to the scheme with higher earners paying proportionately more<sup>3</sup>. The current employer contribution rate made by Godalming Town Council is 17.2%.

### Designation of New Class of Employees

Godalming Town Council has adopted a 'model' contract of employment which, amongst other particulars of employment, sets out an entitlement as a 'pensionable employee' to join the Local Government Pension Scheme and employment under the terms and conditions of the National Agreement of the National Joint Council for Local Government Services.

---

<sup>1</sup> Regulation 5(7) of the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (SI 2014/525)

<sup>2</sup> <https://www.unison.org.uk/news/article/2010/01/ten-top-facts-on-local-government-pension-scheme/>

<sup>3</sup> [http://www.ssalc.co.uk/Sites/2454/\\_UserFiles/Items/ltn79%20-%20staff%20pensions%20-%20revised%20may%202016.pdf](http://www.ssalc.co.uk/Sites/2454/_UserFiles/Items/ltn79%20-%20staff%20pensions%20-%20revised%20may%202016.pdf)

Employment under the terms and conditions set out by the National Joint Council along with the use of the LGPS, does allow for recruitment across the public sector without loss of benefits or pension entitlements to an employee and also for the transfer of existing staff between LGPS member bodies.

If GTC were to consider an alternative pension arrangement for a specific class of worker, it would first need to identify the definition of the specific class of worker, amend its standard contract of employment to reflect the terms and conditions of employment and also indicate the pension scheme pertaining to the specified employment.

Whilst GTC could operate two qualifying schemes for different classes of workers, with a potential alternate qualifying pension scheme being the National Employment Savings Trust ("NEST"), Members would wish to note that operating different pension schemes for different classes of workers would increase the required administrative function.

### Recommendation

The Town Clerk, is not professionally qualified to provide pension advice, therefore, as advised by SSALC, if Members wish to further consider pension options for future employees, it is strongly recommended that prior to further consideration of either designation of a class of worker or the offering of different pension arrangements from existing staff that professional advice is sought. Advice should be sought from HR consultants to ensure that GTC is not discriminatory in its designation of class of worker and also from a pension adviser (such as an employee benefit consultant) who is regulated by the Financial Conduct Authority (FCA) for the provision of pension's advice<sup>4</sup>. The latter to ensure any potential cost savings on employer's contributions outweigh any potential additional cost of employment through increased remuneration in compensation of loss of eventual pension benefit to the employee.

Members are asked to indicate whether:

They wish to consider this matter further or whether they wish to recommend to P&M that pension arrangements for future employment arrangements should be offered on the same basis as existing employees.

If Members wish to recommend that pension arrangements remain 'as is' for future employees, then it is suggested that the Town Clerk, as the next step in the work requested by the P&M committee, brings forward potential particulars of employment for review by this Committee.

If Members wish the Town Clerk to continue to investigate potential alternate pension arrangements, it is suggested that HR Services be consulted in relation to the designation of class of workers, before engaging a professional employees benefit consultant, with the costs of advice to be contained within the retained hours provided by the Staffing Committee's existing arrangements.

---

<sup>4</sup> [http://www.ssalc.co.uk/Sites/2454/\\_UserFiles/Items/ltn79%20-%20staff%20pensions%20-%20revised%20may%202016.pdf](http://www.ssalc.co.uk/Sites/2454/_UserFiles/Items/ltn79%20-%20staff%20pensions%20-%20revised%20may%202016.pdf)

7 DECEMBER 2018

## **EMPLOYMENT BRIEFING E02-18 | 2018-2019 NATIONAL SALARY AWARD**

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2019-2020 to be implemented from 1 April 2019.

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2019

Due to the introduction of the national living wage, the NJC agreement includes the introduction of a new pay spine on 1 April 2019 and the attachment translates the existing spinal column points and scale ranges used in the sector to the new scales.

© NALC 2018



## ANNEX 1

SCP	1 April 2018	1 April 2019			Old SCP[s]	Scale Ranges
	£ per annum	New SCP	£ per annum	* £ per hour		Based on New SCP
6	£16,394	1	£17,364	£9.02	6/7	<b>Below LC Scale (for staff other than clerks)</b>
7	£16,495					
8	£16,626	2	£17,711	£9.21	8/9	
9	£16,755					
10	£16,863	3	£18,065	£9.39	10/11	
11	£17,007					
12	£17,173	4	£18,426	£9.58	12/13	
13	£17,391					
14	£17,681	5	£18,795	£9.77	14	
15	£17,972	5	£18,795	£9.77	15	
16	£18,319	6	£19,171	£9.96	16/17	
17	£18,672					
18	£18,870	7	£19,554	£10.16	18	<b>LC1 (7-12) (substantive benchmark range)</b>
19	£19,446	8	£19,945	£10.37	19	
20	£19,819	9	£20,344	£10.57	20	
		10	£20,751	£10.79		
21	£20,541	11	£21,166	£11.00	21	
22	£21,074	12	£21,589	£11.22	22	
		13	£22,021	£11.45		<b>LC1 (13-17) (above substantive range)</b>
23	£21,693	14	£22,462	£11.67	23	
24	£22,401	15	£22,911	£11.91	24	
		16	£23,369	£12.15		
25	£23,111	17	£23,836	£12.39	25	
		18	£24,313	£12.64		<b>LC2 (18-23) (below substantive range)</b>
26	£23,866	19	£24,799	£12.89	26	
27	£24,657	20	£25,295	£13.15	27	
		21	£25,801	£13.41		
28	£25,463	22	£26,317	£13.68	28	
29	£26,470	23	£26,999	£14.03	29	<b>LC2 (24-28) (substantive benchmark range)</b>
30	£27,358	24	£27,905	£14.50	30	
31	£28,221	25	£28,785	£14.96	31	
32	£29,055	26	£29,636	£15.40	32	
33	£29,909	27	£30,507	£15.86	33	
34	£30,756	28	£31,371	£16.31	34	<b>LC2 (29-32) (above substantive benchmark range)</b>
35	£31,401	29	£32,029	£16.65	35	
36	£32,233	30	£32,878	£17.09	36	
37	£33,136	31	£33,799	£17.57	37	
38	£34,106	32	£34,788	£18.08	38	

## ANNEX 1

SCP	1 April 2018	1 April 2019			Old SCP[s]	Scale Ranges
	£ per annum	New SCP	£ per annum	* £ per hour		Based on New SCP
<b>39</b>	£35,229	<b>33</b>	£35,934	£18.68	39	<b>LC3 (33-36)</b> <b>(below substantive range)</b>
<b>40</b>	£36,153	<b>34</b>	£36,876	£19.17	40	
<b>41</b>	£37,107	<b>35</b>	£37,849	£19.67	41	
<b>42</b>	£38,052	<b>36</b>	£38,813	£20.17	42	
<b>43</b>	£39,002	<b>37</b>	£39,782	£20.68	43	<b>LC3 (37-41)</b> <b>(substantive benchmark range)</b>
<b>44</b>	£39,961	<b>38</b>	£40,760	£21.19	44	
<b>45</b>	£40,858	<b>39</b>	£41,675	£21.66	45	
<b>46</b>	£41,846	<b>40</b>	£42,683	£22.18	46	
<b>47</b>	£42,806	<b>41</b>	£43,662	£22.69	47	
<b>48</b>	£43,757	<b>42</b>	£44,632	£23.20	48	<b>LC3 (42-45)</b> <b>(above substantive benchmark range)</b>
<b>49</b>	£44,697	<b>43</b>	£45,591	£23.70	49	
<b>50</b>	£45,816	<b>44</b>	£46,732	£24.29	50	
<b>51</b>	£46,957	<b>45</b>	£47,896	£24.89	51	
<b>52</b>	£48,138	<b>46</b>	£49,101	£25.52	52	<b>LC4 (46-49)</b> <b>(below substantive range)</b>
<b>53</b>	£49,331	<b>47</b>	£50,318	£26.15	53	
<b>54</b>	£50,421	<b>48</b>	£51,429	£26.73	54	
<b>55</b>	£51,832	<b>49</b>	£52,869	£27.48	55	
<b>56</b>	£53,131	<b>50</b>	£54,194	£28.17	56	<b>LC4 (50-54)</b> <b>(substantive benchmark range)</b>
<b>57</b>	£54,455	<b>51</b>	£55,544	£28.87	57	
<b>58</b>	£56,272	<b>52</b>	£57,397	£29.83	58	
<b>59</b>	£58,082	<b>53</b>	£59,244	£30.79	59	
<b>60</b>	£59,901	<b>54</b>	£61,099	£31.76	60	
<b>61</b>	£61,732	<b>55</b>	£62,967	£32.73	61	<b>LC4 (55-62)</b> <b>(above substantive benchmark range)</b>
<b>62</b>	£63,541	<b>56</b>	£64,812	£33.69	62	
<b>63</b>	£65,372	<b>57</b>	£66,679	£34.66	63	
<b>64</b>	£67,167	<b>58</b>	£68,510	£35.61	64	
<b>65</b>	£68,869	<b>59</b>	£70,246	£36.51	65	
<b>66</b>	£70,607	<b>60</b>	£72,019	£37.43	66	
<b>67</b>	£72,387	<b>61</b>	£73,835	£38.38	67	
<b>68</b>	£74,217	<b>62</b>	£75,701	£39.35	68	

## \* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours rounded to the third decimal place.



## **NEW COUNCILLOR AND STAFF MEMBER INDUCTION AND TRAINING POLICY**

Godalming Town Council is an organisation in which learning is valued. Staff and Councillors will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and all will be given encouragement and support to achieve their full potential. This will allow them to provide a proper level of service to the people of Godalming. This policy document is supported by Godalming Town Council's Training Statement of Intent.

### **ALL ARE ENTITLED TO**

- equality of opportunity in all aspects of their development;
- an induction programme into their own roles as well as to the workings of Godalming Town Council;
- an understanding of the direction and objectives of the Council;
- an understanding of the contribution that is expected of them.

### **FOR GODALMING TOWN COUNCIL STAFF**

All Town Council staff will have:

- clear and measurable objectives for their performance at work;
- an Annual Appraisal/Review of their performance, role and training needs;
- A Chairman and Town Clerk who are committed to staff development.
- paid release from work commitments in order to undertake relevant training;
- training and certification in accordance with all legal and statutory requirements according to their role and equipment under their control.

New Town Council staff will also receive:

- Godalming Policies & Procedures folder;
- Induction training appropriate to their role.

### **FOR GODALMING TOWN COUNCILLORS**

New councillors will be expected to attend induction training provided locally by the Town Clerk and will be issued with a "New Councillor's Pack" when joining the Council. The New Councillor pack will contain:

- The Ten Principles of Public Life
- Schedule of Meetings/Events
- Protocols

- Organisation Charts
- Contact Details – Staff and Councillors
- A Brief History of the Town Council
- The Good Councillor Guide
- Surrey & Sussex Association of Local Councils (SSALC) – Website Login Details
- Standing Orders
- Financial Regulations
- Budget
- Code of Conduct - Members
- Complaints Procedure
- Equality & Diversity Statement
- Freedom of Information – Publication Scheme
- Health & Safety Policy Statements
- Press Strategy
- Privacy Policy/GDPR
- Safeguarding Policy
- Staff Management Statement
- Training Statement of Intent
- Register of Interests Form
- Email Information

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> in the following matter:-

**COMMITTEE:**

**DATE:**

**NAME OF COUNCILLOR:** \_\_\_\_\_

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

<sup>3</sup> A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.