

Recommendations from the Resources Committee

Recommendation from the Resources Committee meeting held on 5th April 2016

R52 Review of HR Policies

The Committee reviewed the current Recruitment Policy and Procedure and Whistleblowing Policy.

NB. The former UK Border Agency has been replaced by UK Visas and Immigration.

RESOLVED to recommend to Council

- (i) That the existing Recruitment Policy and Procedure and Whistleblowing Policy and Procedure are retained.
- (ii) That the policies and procedures are reviewed in 3 years i.e. 2019 unless legislation or best practice requires an earlier review

Recommendation from the Resources Committee meeting held on 14 June 2016

R61 Appointment of Pension Appeal Person

The Committee considered information provided by Peninsula Pensions regarding an Employers Internal Dispute Resolution Procedure

RESOLVED to recommend to Council

- (i) That the Town Council adopts the Peninsula Pensions Employers Guide to the Internal Dispute Resolution Procedure as it's procedure for dealing with appeals regarding pension matters
- (ii) That the Appeals Committee is designated as the adjudicator for Stage 1 appeals made under the Employers Internal Dispute Resolution Procedure
- (iii) That the Appeals Committee Terms of Reference are amended to include the following:

Overall Purpose & / Scope "To determine appeals relating to grievance, discipline or capability proceedings **and adjudicate stage 1 pension appeals**"

Specific Responsibilities

"2. To adjudicate Stage 1 appeals regarding pensions as set out in the Peninsula Pensions Employers Guide to the Internal Dispute Resolution Procedure"

R62 National Salary Award 2016-2018

The Committee considered the recommendation from NALC & SLCC regarding the NJC National Salary award 2016-2018

The Town Clerk confirmed that allowance had been made for the increase in the 2016/17 budget.

RESOLVED to recommend to Council

- (i) To implement the 2016-2018 pay award
- (ii) To amend Standing Order 15 to include **"xix Implement any nationally agreed Pay Awards where sufficient budget allowance has been made**

xx Implement any salary scale increments that are conditions within employment contracts”

- (iii) That Financial Regulation 7.3 is amended to read “No changes shall be made to any employee’s pay **Salary Scale**, emoluments, or terms and conditions of employment without the prior consent of the Resources Committee

R64 Staffing Update

The Committee received an update on general staffing matters and considered the staffing structure for the office.

RESOLVED to recommend to Council

- (i) That the Town Clerk’s contracted hours are increased to 35 per week (to include evening meetings) with effect from 1 July 2016
- (ii) That the staffing structure depicted in Appendix A to this report is implemented (please note Appendix A is confidential as it contains personal information)
- (iii) That Mrs Deborah Speed (currently employed as Administration Officer (Finance) is offered the position of Deputy Clerk as shown in Appendix A.