

Marchwood Parish Council

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5th January 2021

To: Members of the Personnel Committee.

The Personnel Committee will meet via a scheduled video meeting on Monday 11th January 2021 at 7.40pm or on the rising of the Parish Council meeting immediately preceding it. It will be conducted using the Zoom video conferencing solution.

Members of the public should contact the Clerk to the Council for details on how to connect to the meeting.

Brendan V. Gibbs

Clerk to the Council.

AGENDA

1. **Apologies for absence.**
2. **Declarations of Interest.**
3. **Public participation** – Should not exceed 15 minutes in duration. Standing Order 3 (e) & (f) December 2019.
4. **Chairman's report.**
5. **To note the terms of reference of the new Committee.**
6. **To consider the setting up of any working parties or task and finish groups.**
7. **To consider a review of the current organisational structure of the Parish Council to include job analysis, job design and job evaluation.**
8. **In support of the Parish Council's membership of the Hampshire Association of Local Councils to consider joining the Local Council People & Development (LCPD) advice service.**
9. **Exempt Business:** To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from the discussion of the following matters where publicity might be prejudicial to the special nature of the business.

Matters may include those already listed as separate agenda items.

To receive an update on an employment matter.

To review job applications for the post of Responsible Financial Officer.

Members of the Press and Public are welcome to attend any meeting of the Parish Council. These rights are enshrined in the Public Bodies (Admission to Meetings) Act 1960 and the Openness of Local Government Bodies Regulations 2014.

All in attendance should be aware that filming, photographing, recording, broadcasting or transmitting the proceedings of the Council may occur during the meeting.



Marchwood Parish Council Personnel Committee Terms of Reference

1. Membership

Members and the Chairman of the Committee will be appointed under Standing Order 4 (d). Additional, Councillor or Non-Councillor member(s) with relevant professional experience may be co-opted. However, Non-Councillor member(s) will not have voting rights and are subject to item 2 in the same way as Councillors.

The Chairman of the Council may sit on any committee or a sub-committee if he so chooses under Standing Order 4 (e) but may also be a member of the Personnel Committee in his own right.

2. Confidentiality

All members must preserve the confidentiality of personnel discussions held at meetings, and particularly that of 'exempt business', when the Committee decides that "publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings."

3. Meetings

The Committee will meet at least once a year.

All meetings are meetings that by law must be advertised with three working days' notice and open to the public. They can be held anywhere in the public domain, and at any reasonable time. A quorum of three members is required to transact business.

4. Delegated Powers

Subject to agreement by the full Council, the Committee will hold delegated powers to deal with all personnel, employment and recruitment issues, with where necessary, reports and recommendations being made to the full Council.

In cases of emergency that will not wait until the next Council meeting, the Committee will have full powers to act on behalf of the Council.

5. Remit and authority

The Committee has delegated authority to;

- Advertise for, and recruit staff as directed by the Council.
- Consider and make recommendations regarding the Council's staffing structure.

Marchwood Parish Council
Personnel Committee Terms of Reference

- Review and ensure all current employment legislation is met.
- Review and approve job descriptions for all staff.
- Determine the deployment, welfare, superannuation, remuneration, recruitment, training, qualifications, health and aspects and other conditions of service of all employees (including grievance and disciplinary policies and procedures).
- Ensure relevant staff training is undertaken.
- Be responsible for the welfare of staff and Councillors.
- Determine and approve the establishment and grading of employees for the administration of the Council and Council facilities.
- Deal with disciplinary and grievance issues other than when considering the dismissal of the Parish Clerk
- Review and ensure compliance with Health and Safety law, and matters.
- Any other personnel action as directed by the Council

6. Annual Appraisals

The Committee will receive annual appraisals undertaken by the line managers (the Chairman for the Clerk and the Clerk for other members of staff) and consider issues raised within them.

7. Records

All meetings will have proper minutes taken, and other records kept, as required.

8. Alterations and amendments to this policy

Marchwood Parish Council reserves the right to amend or withdraw these terms of Reference at its absolute discretion, in accordance with the needs of the Council.

9. Amendment Record

Version 1: Initial issue



Marchwood Parish Council

A review of the current organisational structure to include job evaluation and a recommendation to appoint a new standing committee.

1. Background

A recent audit of Marchwood Parish Council's (MPC) Human Resources (HR) policies and procedures discovered that many required reviewing and possibly updating.

The Staffing Panel also noted that further investigation is necessary to ensure that MPC has a full range of robust and relevant policies and procedures that are compliant with employment legislation.

An employee of the Council has indicated that he would like to retire early in 2021.

Therefore, to ensure continuity of service delivery; it would be appropriate to begin the process of reviewing the current organisational structure including; succession planning, job analysis, job design and job evaluation.

It is also considered appropriate to recommend to the full Council that the Staffing Panel be replaced by a new standing Personnel Committee with fit for purpose Terms of Reference also being recommended.

2. Objectives

- MPC to have a full set of relevant and up to date HR policies and procedures that are compliant with current employment legislation.
- All staff are made aware of and have access to, MPC's HR policies & procedures, and suitable training and development opportunities are available to those that require it.
- Undertake a comprehensive review of employee's duties and responsibilities (Job Specifications & Descriptions, including salary).
- Evaluate job design and job redesign options to improve quality, work efficiency and productivity, incorporating motivational techniques to assist the succession planning process.
- To undertake a Job Evaluation review to determine the market rate of one job to that of the other posts in the organisation so that a fair and equitable wage and salary system can be established.
- The chosen methodology to be transparent and inclusive of all employees. Employee engagement is a core prerequisite throughout the Project, and a full consultation process will be undertaken should the outcome of this Project result in any changes to individuals' terms and conditions or job content.

3. Membership

Members and the Chairman of the Personnel Committee are to be recruited from current Councillors.

4. Confidentiality

All members of the Personnel Committee must preserve the confidentiality of personnel discussions held at meetings.

5. Delegated Powers

The full Council grants delegated authority to the Personnel Committee with the assistance of its Grievance Panel when deemed appropriate. All recommendations have to be agreed by the full Council before implementation.

6. Remit

The Committee has delegated authority to:

- Review and ensure all current employment legislation is met
- Recommend changes in the organisational structure
- Any other personnel action as directed by the Council
- To recruit an independent professional from the Hampshire Association of Local Councils to assist the Project Team throughout the process to ensure compliance with prevailing employment legislation and ACAS best practice

The Project will work within the agreed budget.

7. Timeline of Activities

- The commencement of the Project should be no later than [insert date] November 2020 and concluded no later than [insert Date] 2021;
- To commission the production and presentation of a first draft revised and updated portfolio of Human Resources (HR) policies and procedures within one week from the commencement of the Project;
- A scheme of work incorporating a financially costed timetable of activities (Project Plan) detailing Organisation Structure, Job Analysis, Job Design, Succession Planning and Job Evaluation of Redesigned Job Posts to be submitted, and agreed, within [insert date] weeks from the commencement of the Project.

8. Budget and Scheme of Payments and Deliverables

To be determined by the Policy & Resources Committee in consultation with the Parish Clerk and Responsible Finance Officer.



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Proposal to provide HR Policies to Marchwood Parish Council (MPC)

1. Introduction to LCPD

As part of their growing suite of support services, outside of the membership offer, Hampshire ALC wishes to support local councils who require specialist and consultancy services. Local Council People & Development (LCPD) is the people and development arm of the Hampshire ALC, it specialises in working with parish and town councils and its team understands the unique position that local councils are in. Through our qualified consultants and network of partners, LCPD can provide a full range of affordable and effective people and development services that can help a council to reduce risk, increase compliance and get the best out of its people.

The key benefit of using LCPD is that its team is dedicated to understanding councils and delivering an excellent service that meets their needs.

2. Project Scope

A recent audit of Marchwood Parish Council's (MPC) Human Resources (HR) policies and procedures discovered that many required reviewing and possibly updating. The Staffing Panel also noted that further investigation is necessary to ensure that MPC has a full range of robust and relevant policies and procedures that are compliant with employment legislation.

HALC has identified the following key policies that should cover MPC's and employment law requirements:

- Adoption, Maternity, Paternity, Parental Bereavement Leave and Shared Parental Leave Policy
- Annual Leave Policy
- Appraisals Policy
- Bullying & Harassment Policy
- Code of Conduct
- Confidentiality Statement
- Equal Opportunities
- Recruitment & Selection Policy

- Sickness Absence Policy

The following documents were provided to the Council earlier this month free of charge as part of its HALC membership:

- Standard Employment Contract
- Discipline Policy
- Grievance Policy

3. Costs

The Council shall pay Hampshire ALC £1500 for the documents. Any additional documents required will be charged separately and a quote provided prior to commencement of that work.

4. Timescales to deliver the documents

Upon agreement of the scope of the work HALC will propose timescales to be able to deliver the work.

5. Authorisation

The proposal, any changes and deliverables will be approved/accepted by full council or committee with appropriate delegated authority.

Marchwood Parish Council has reviewed the information in this proposal and agree its contents and the costs:

Name	Role	Signature	Date