

22 April 2014

Staff

DURSLEY TOWN COUNCIL

MINUTES and REPORT of the MEETING of the STAFF COMMITTEE of the Council held at Jacob's House, Castle Street, Dursley at 6.30pm on Tuesday, 22nd April 2014 for presentation to the Council on 6th May 2014.

PRESENT

Councillors: Neil Grecian (Chairman), Jane Ball, Fiona Firth.

Officers: Town Clerk

Absent: Melanie-Jane Laybourne, Matt Nicholson

1. Apologies for absence were accepted from Councillor Clare Nelmes (personal).
2. There were no declarations of interest.
3. The Minutes of the Meeting of the Staff Committee held on 25th February 2014, having been circulated among the members, were taken as read, considered, approved and signed by the Chairman as a correct record.
4. To following Local Government Pensions Committee (LGPC) Bulletins/Circulars were noted:
 - a) LGPC Bulletin 111 – January 2014.
 - b) LGPC Bulletin 112 – February 2014.
 - c) Circular 277 – March 2014: Changes to Ill Health Certificates .
 - d) Circular 278 – March 2014: Annual Update.
 - e) Short Guide to the 2014 Local Government Pension Scheme.
 - f) Paying into the LGPS before 1st April 2014.
5. Information regarding automatic pension scheme enrolment and an action plan from the Pensions Regulator were noted.
6. Local Government Pension Scheme reforms and key requirements for payroll systems from April 2014 were noted.
7. Concerning the following Local Government Pension Scheme requirements:
 - a) It was noted that the Council must have a written policy statement regarding Employer Discretions, no later than 3 months from 1st April 2014.
 - b) It was noted that the Council must submit a copy of written decisions under relevant discretions, no later than 30th June 2014. (Members: information herewith).

IT WAS AGREED that when a template is provided by Gloucestershire County Council it will be completed by the Clerk and referred back to the Committee if necessary.

8. A report from the Clerk regarding safety of staff working at the Council's office was considered. IT WAS AGREED TO:

- a. Adopt a policy of zero tolerance to aggressive language or behaviour and display a notice of this policy prominently.
 - b. Provide additional telephones on the ground and second floors.
 - c. Accept a quotation received from Stroud Alarms for the installation of additional panic alarm points.
 - d. Provide a mirror in the ground floor meeting room.
 - e. Get quotations and advice on the installation of CCTV covering the ground floor meeting room and entrance hallway.
 - f. Provide in-house training on how to handle difficult “customers”.
9. IT WAS RESOLVED TO exclude the press and public from the remainder of the meeting by reason of the confidential nature of the business.
10. THE COMMITTEE RECOMMENDS the introduction a policy of paying all staff a “living wage” and encouraging suppliers to the Council to do the same through the Council’s Procurement Policy.

THE COMMITTEE RECOMMENDS an increase in pay for one member of staff.

11. The employment contract and pension scheme arrangements for Council’s Trainee Administration Assistant were considered and CONFIRMED. The Clerk was instructed to enrol the Trainee in the Local Government Pension Scheme (subject to any age requirements).
12. The employment contract and pension scheme arrangements for Council’s Project Administrator were considered and CONFIRMED The Clerk was instructed to enrol the Trainee in the Local Government Pension Scheme.
13. Changes to the Deputy Clerk’s Contract of Employment and appraisal arrangements were considered and AGREED. It was also AGREED that the Deputy Clerk should be enrolled as a member of the Society of Local Council Clerks.
14. An employee’s request for Council consent to undertake activities relevant to other employment was considered and IT WAS AGREED.

.....Chairman

.....Date