

# HAILSHAM TOWN COUNCIL

## STAFF ADMINISTRATIVE PANEL

### AGENDA

**NOTICE is hereby given of a meeting of the Staff Administrative Panel**, to be held in the Council Chamber/Meeting Room at the Hailsham Town Council Offices, Inglenook, Market Square, Hailsham, on

**Monday 7<sup>th</sup> January 2013 at 7.30 p.m.**

Prior to commencement of the formal business of the meeting, a period of not more than 15 minutes will be assigned for the purpose of permitting members of the Public to address the Assembly, or ask questions on matters relevant to responsibilities under the direction of this Committee, at the discretion of the Chairman.

The order of formal business to be transacted will thereafter be as follows:

**1. Apologies for Absence**

To receive apologies for absence of appointed members.

**2. Declarations of Interest**

To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.

**3. Minutes of previous Meeting**

A) To note that the Minutes and Reports of the Meeting of the Staff Administrative Panel (Ref: SAP/12/5/16-30.6) held on 2012 and confirmed as being a correct record and adopted by the Town Council at a meeting 2012.

B) To consider any matters arising

**4. East Sussex Pensions Fund – Pension Changes**

To note forth coming changes to the LGPS pension scheme from April 2014, this is inline with the pension reform changes set by central government.  
(Report to Follow; Author – Finance Officer)

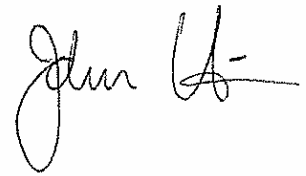
**5. Real Time Information – Reporting of Payroll Changes**

To note forth coming changes to the payroll processes as required by HMRC from April

2013. (Report to follow; Author – Finance Officer)

- 6. Review of Youth Project Co-ordinator's Job Description and Role**  
To consider and approve an amended Job Description for the HTC Youth Project Co-ordinator.  
(Report to follow; Author – Town Clerk)

Dated this 18<sup>th</sup> day of December 2012



JOHN HARRISON  
Town Clerk

**Committee Membership:**

Councillor W. Bentley  
Councillor Mrs S.J. Bentley  
Councillor R. T. Grocock  
Councillor J. Blake  
Councillor G.G. Rowe



# HAILSHAM TOWN COUNCIL

## STAFF ADMINISTRATIVE PANEL - MINUTES

Report of the meeting of the Staff Administrative Panel held in the Fleur-De-Lys Meeting Room/Council Chamber at the Hailsham Town Council Offices, Market Street, Hailsham

**on Monday, 7th January 2013 at 7.30 p.m.**

Prior to commencement of the formal business of the meeting, a period of not more than 15 minutes had been assigned for the purpose of permitting members of the Public present to address the Panel, or ask questions (on matters relevant to the responsibilities under the direction of this Panel) at the invitation and discretion of the presiding Chairman.

None were presented.

SAP12/8/ **Present**

31 Councillors B Bentley, Richard T. Grocock, John L. Blake, Geoffrey G. Rowe and Mrs Sybil J. Bentley.

32 **Officer in Attendance**

Mr J. Harrison (Town Clerk)

33 **Apologies for Absence**

None received

34 **Declarations of Interest**

Councillors Bill Bentley and Geoff Rowe declared personal interest in agenda item 4. (East Sussex Pensions Fund – Pensions Changes) as they are in receipt of East Sussex County Council pensions.

35 **Minutes of previous Meeting**

**RESOLVED** to note that the Minutes and Reports of the Meeting of the Staff Administrative Panel held on 1<sup>st</sup> October 2012 (Ref: SAP/12/5/16-30.6) as printed and circulated were approved and adopted at the Town Council meeting held on 17<sup>th</sup> October 2012.

**Matters Arising**

36.1 Cllr J. Blake requested an update concerning regarding amendments and an upgrade to the HTC Public Information Officer's Role.

- 36.2 The Town Clerk informed the panel that the Public Information officer has been awarded a pay increase after a discussion with the officer regarding development into the role and other issues.

The role is to be developed into that of a Communications Officer. This would be possible when the council had recruited to the previously agreed vacancy of Support Officer therefore increasing the capacity of the PIO and releasing them from non-communication related activities.

However as any move to Wealden District Council's Office, for which there was still the potential, would possibly affect the reception role at the town council, a decision had been made not to recruit to the Support Officer post until the situation was clear.

- 36.3 **RESOLVED** – the panel agreed that the best way forward would be to recruit to the Support Officer vacancy on a temporary basis, for six to twelve months. This is a variation to the previous resolution made at the Panel meeting on 1<sup>st</sup> October 2012 (Minute Ref SAP12/5/24.5)

#### **East Sussex Pensions Fund – Pension Changes**

- 37.1 **RESOLVED** to note forth coming changes to the LGPS pension scheme from April 2014, this is inline with the pension reform changes set by central government.

- 37.2 **RESOLVED** that a memo be sent to all HTC staff to inform them of the changes.

It was also noted that East Sussex County Council would be producing their own 'Pensions Packs' and therefore it may be more efficient to adapt these for HTC than produce our own.

#### **Real Time Information – Reporting of Payroll Changes**

- 38.1 **RESOLVED** to note the forthcoming changes to the payroll processes as required by HMRC from April 2013.

- 38.2 Queries were raised by the panel on the current payment system utilised by HTC, including the method of payment, which is not BACS. The question of whether moving to monthly payment for all staff would lessen the impact of the changes was also raised.

- 38.3 **RESOLVED** that the Town Clerk would investigate these issues and report back to the next Staff Administration Panel meeting (8<sup>th</sup> April 2013).

**Review of Youth Project Co-ordinator's Job Description and Role**

39

**RESOLVED** To approve the amended Job Description for the HTC Youth Project Co-ordinator, with the following changes:

- All references to “strategic management” be amended to “strategic planning”
- Point 2. – references to specific HTC Youth Projects be amended to more general, less specific terms.
- Point 3 (a) – A reference to working specifically with the HTC Finance Officers and RFO be added to this point.

There being no further business, the meeting closed at 8.30pm.

CHAIRMAN

**Report to:** Staff Administration Panel

**Date:** 10<sup>th</sup> December 2012

**By:** Michelle Hagger, Finance Officer

**Title of report:** East Sussex Pensions Fund – Pension Changes

**PURPOSE:**

To note forth coming changes to the LGPS pension scheme from April 2014, this is in line with the pension reform changes set by central government.

**Background:**

The Finance Officer attended a pension forum in November 2012, run by East Sussex Pension Fund.

In light of the pension reform outlined by government, there will be changes to the LPGA pension scheme from April 2014.

The LPGA is to undertake their 3 year review in March 2013, with the new completed guidelines to be relayed to pension members by November 2013.

There were 3 presentations, 2 from Fund Actuaries and 1 from an Independent Adviser; they covered what causes impacts to pension schemes and the new changes to members from 2014.

The case for reform is due to people living longer and drawing down from their pension for more years.

The main areas of change are as follows:

- Every employee must be entered into the pension scheme and it is the employee's responsibility to opt-out.
- Employees within 10 years of retirement will have no change to their pension.
- Protection for low paid employees (£15k pa or less) – No change to their pension
- 50/50 option, employees can opt to 50%, so build up 50 % of pension but still get full value of other benefits i.e. death in service lump sum.
- Higher paid employees will pay a much higher % into pension scheme i.e. £43K-£60K at present is 7.2% it will rise to 9.9%

**Conclusions and recommendations**

It would seem that they will increase the rates and also the banding will change for employees' contribution, as part time employees will be assessed on their part-time salary instead of full-time equivalent.

Auto-Enrolment is very important at present 80% of employees are on the LPGS scheme, but we need to make sure everyone is put on (including the youth workers at The Square) by April 2014, and give them the pension information pack.

If we don't Auto-Enrol all employees, the fines are as follows:

- Set penalty - £400.00
- £50 to £2,500 per day for less than 250 employees

The Finance Officer will be putting a pensions pack together in 2013, so that we can have everything in place by 2014.

There are obvious time and training implications for the Finance Officer team in; implementing the new systems, the creation of 'pensions packs' and any necessary information for the employees and maintaining and overview of the changes and their implications.

There will be cost implications for HTC as employer contribution rates are likely to increase in the next 3 years.

***The Staff Administration Panel is asked to note the changes listed above and that further information will be made available after the review in 2014, when we will then have the new employer % rates for the following 3 years.***

**Report to:** Staff Administration Panel

**Date:** 13<sup>th</sup> December 2012

**By:** Michelle Hagger, Finance Officer

**Title of report:** Real Time Information – Reporting of Payroll Changes

**PURPOSE:**

To note forth coming changes to the payroll processes as required by HMRC from April 2013.

**Background:**

The Finance Officer attended a Legislation Seminar in November 2012, run by IRIS software, HTC's payroll software supplier.

HMRC has set the objective that all employers report payroll through a single integrated real-time process.

The process will mean that HTC Finance Officers will be required to send HTC's payroll information to HMRC on a weekly/monthly basis i.e. each time a payroll is processed that information has to be sent via the IRIS software direct to HMRC, either before or on the pay date. **Late reporting will result in fines from HMRC.**

**Main Changes**

The main changes to the processing of payroll data will be as follows:

- No completing of P14 or P35 at End of Year this will be replaced by 2 separate reports done when payroll is processed, increasing the workload on weekly and monthly basis.
- Starter and Leaver process will change in the near future and no P45 paper copies will be issued.
- NI tax codes will automatically be updated online by Finance Officers, no paper copy will be sent out.
- 'Hours worked' information needs to be input for each employee and reworked each pay-run to get the 17 week average, this is to build into the Universal Credits system in time to come which will in turn effect the employee's tax credits.
- The correct data for all staff is now going to be very important; this should not be a problem for HTC as all records are in good condition, but for new employees with no NI number will not be able to be processed.
- Payslips will need to be printed for all employees on the payroll including Councillors.

The new process will replace the long end of year process in May, but as such will be completed every week/month.

## **Conclusions and recommendations**

***The new processes will have several time implications for HTC Finance and other Staff which at present are to an unknown extent. (For example the time taken to input 'hours worked' data and process the reports required for each pay run are an unknown quantity at present).***

At present there are 41 staff and councillors paid on a monthly basis and 5 staff paid on a weekly basis

The RTI reporting will come into place in April 2013, The Finance Officer will be preparing for this change from Early 2013, checking that all employee records are current and correct.

The IRIS trainer believes that RTI system at HMRC will 'fall down' when it's first started which is going to cause some issues, which in turn will cause additional time pressure for the Finance Officer.

Due to the new deadline for sending the reports, it will be necessary to train the Town Clerk and/or Deputy Town Clerk in the process of sending the reports to provide cover in Finance Officers' absence.

There will be penalties for late reporting and errors in reporting of RTI, no fixed amounts have been set yet, but word is as follows:

- Late Reporting - £2,000 per submission per period
- Errors in data (causing rerun of payroll) - £3,000
- If errors and duplication of runs happen often it could lead to HMRC audit.

In the long term HMRC would like all employers to pay employees by BACS. This is something that we cannot do at present but there is a consultation paper in progress for online banking becoming available in the near future.

The Finance Officer will need to set up a more effective reporting system for the Youth Café, so that the overtime, hours worked, staff data i.e. starters/leavers for the month is all current and up to date on the system, as this will have direct impact to employees' salaries and the timely reporting of the payroll.

There will be a requirement for Finance Officer to develop increased knowledge of the new systems for reporting and consideration of how best to implement for HTC, including some changes outlined above, in improving data quality and capture, therefore creating a need for training and increasing awareness and time requirements, particularly on first implementation of the new regulations.

Further update of information will be available at End of March 2013.

**The Staff Administrative Panel is asked to note the changes and the potential implications for the HTC Finance Officer as well as for employees more widely.**

**Report to:** Staff Administration Panel

**Date:** 10<sup>th</sup> December 2012

**By:** John Harrison, Town Clerk

**Title of report:** Review of Youth Project Co-ordinator's Job Description and Role

**PURPOSE:** To consider and approve an amended Job Description for the HTC Youth Project Co-ordinator

**Background:**

Andy Joyes was appointed to the position of part-time youth worker in November 1999. Andy was then appointed to the post of Youth Project Co-ordinator in October 2000 on JNC pay point 25. (JNC Youth and Community Workers ranges)

The Finance Policy and Resources Committee considered a report on the Youth Project Co-ordinator at a meeting on the 1<sup>st</sup> December 2008.

This report noted that; "over the last eight years youth provision and activities at the Square Youth Café and associated programmes of youth support has expanded greatly" and also that the Youth project Co-ordinator "continues to oversee the day to day running of the premises and youth sessions, including overseeing all house keeping operations furnishing and equipment. He promotes use by external hirers when possible to attract income for the project and continuously identifies and applies for external funding and grants. " This continues to be the case.

The FPR Committee resolved to accept the recommendation of the report and amend the grade for the post holder (from JNC point 25 to 26). (Minute reference FPR08/03/205)

**Up to date Job Description**

An up-to-date job description was never produced for the role. Therefore the attached job description has been drawn up in consultation between the Town Clerk and the current Youth Project Co-ordinator. The job description clarifies the duties and extent of the position of Youth Project Co-ordinator. The job description also clarifies the salary scale for the post, which has never been formally agreed, as SCP 23-26.

**Conclusions and recommendations**

The Staff Administrative panel is asked to approve the attached job description as an up to date and accurate description of the Youth Project Co-ordinator's role as required by Hailsham Town Council for its current Programme of Youth Services.



HAILSHAM TOWN COUNCIL

**JOB DESCRIPTION**

Title of Post:	Youth Project Co-ordinator
Grade:	JNC Scales for Youth and Community Workers scale points 23-26
Located At:	<b>Main base of operations</b> Hailsham Youth Café, 1 Market Square Hailsham, East Sussex, BN27 1AQ  <b>Main office space</b> Hailsham Town Council, Market Street Hailsham, East Sussex, BN27 2AE  Plus any other locations as may be required from time to time according to the specific demands of the role.
Accountable to:	Town Clerk
Effective date:	January 2013
Current Post Holder	Andy Joyes

**Purpose of the Job**

**Main Duties**

- 1) To be responsible for the general and strategic management of Hailsham Town Council's Youth Café Services
- 2) To be responsible for the general and strategic management and co-ordination of all of Hailsham Town Council's other Youth services (i.e. those provided by Hailsham Town Council not operating from or specifically based in the Youth Café and those services commissioned from external organisations or delivered in partnership)

- 3) The development of productive working relationships and partnerships, internally and externally, as required to facilitate the above.

### **Detailed requirements for the main duties**

#### **1) To be responsible for the general and strategic management of Hailsham Town Council's Youth Café Services**

- a) Recruitment and selection of all staff required for successful operation of the Youth Café services, including both employed and voluntary staff members.
  - b) Ensuring staff levels are fulfilled to allow Youth Café Services to function effectively and that all employed and voluntary staff are qualified, skilled and trained as required (i.e. first aid, food hygiene and child protection training and other training as may be identified)
  - c) Management and supervision of all staff required for the operation of Hailsham Town Council's Youth Service, including:
    - managing day-to-day staffing requirements, internal communication, performance issues and addressing any personnel issues, grievances and disciplinary issues that may arise, (with support from the Town Clerk or Deputy Town Clerk as required)
    - Ensuring the correct ethos and atmosphere is maintained within the youth café and managing any behavioural issues with service users as required
    - Ensuring that there is a 'Leader in Charge' for each session
    - Regular supervision of all Youth Café staff through the most effective and efficient means
  - d) Strategic management and 'design' of the Youth Café's offer of youth services, ensuring they are in line with the requirements of young people in the town and continually taking account of feedback from young people and other key stakeholders.
  - e) Responsible for ensuring the Youth Council is effectively run and that decisions are implemented while liaising with the Youth Mayor to ensure they are fully briefed and effective in their role.
  - f) Ensuring that the Youth Café's facilities are fit for purpose, including the management, co-ordination and/or provision of: equipment, fire extinguishers, alarms, health and safety, insurance, supplies, security, cameras and alarms systems, utilities (liaising with the suppliers of goods and services), fire officers, cleaning contracts
  - g) Budget management and fund raising for all aspects of Youth Café services, maintaining a continual awareness of budgetary constraints and spending and successfully securing funding or managing bids from various sources for the extension of youth services.
- 2) **To be responsible for the general and strategic management and co-ordination of all of Hailsham Town Council's other Youth services (i.e. those provided by Hailsham**

**Town Council not operating from or specifically based in the Youth Café and those services commissioned from external organisations or delivered in partnership)**

*(This includes, but is by no means an exhaustive list; the 'Friday Night Project', the provision of employability & CV training Services, the 'Wise-Up' service for young women, the organisation of day trips and other longer trips, the management of other youth projects such as the adult gym, 'Takeover Day' bid).*

- a) Responsible for all aspects as above (points 1. a-g) for Hailsham Town Council Youth Services not operating from the Youth Café (that is, all aspects of staffing, strategic management and design of the 'offer', provision of facilities and budget management)
  - b) The Commissioning and liaison with providers of services offered in partnership with Hailsham Town Council Youth Services and operating from the HTC Youth Café
  - c) The research of options, organisation of events, management of demand, booking processes, publicity and promotion, carrying out risk-assessments, pricing and budget management for all such services, one-off events and trips.
- 3) The development of productive working relationships and partnerships, internally and externally, as required to facilitate all of the above.**
- a) Internally, working effectively and developing positive working relationships with: elected members of Hailsham Town Council, including specifically the 'oversight councillors' for Youth Projects and the council chairman, Council Officers and staff including the Town Clerk, Youth Councillors including specifically the Youth Mayor, employed and volunteer youth staff.
  - b) Externally, working effectively and developing positive working relationships with: County Council Youth Services, local police officers, schools and colleges, training providers other youth agencies, voluntary organisations and any other external stakeholders as required.
  - c) The post-holder is responsible for the co-ordination of all aspects of communications and publicity for Hailsham Town Council Youth Services, internal and external.
    - Internally - producing regular written and verbal reports and data and attending meetings and council committees as required
    - Externally - working with council officers to ensure press releases and publicity is timely and accurate, developing other publicity such as posters and ensuring effective communication of needs and agreements with external agencies and other stakeholders.

**Note :**

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Town Council in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and responsibilities associated with the post.

The Town Council has the right to vary the duties after consultation.