



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 1st October 2012 (Ref: SAP/12/5/16-30.6) as printed and circulated were approved and adopted at the Town Council meeting held on 17th 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 1st 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 (8th 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