

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 7th October 2013 at 7.30 p.m.

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/12/11/40-48) held on 24th April 2013 and confirmed as being a correct record and adopted by the Town Council at a meeting held on 23rd January 2013.
 - B) To consider any matters arising
4. **Outdoor Works Team Telephone Allowances**
To consider the current arrangements regarding the Outdoor Works Teams Telephone allowances (*Report to follow – author Mickey Caira, Deputy Town Clerk and Business Enterprise manager*)
5. **Casual Market Staff**
To consider a request to employ staff on a casual basis for the setting up and taking down of the Hailsham Street Market (*Report to follow – author Mickey Caira, Deputy Town Clerk and Business Enterprise manager*)

6. **Receptionist**

To receive an update on the vacant position of receptionist (*Report to follow – Author John Harrison, Town Clerk*)

7. **Town Clerks Training and Quality Parish Status**

To receive a verbal update from the Town Clerk on training and the Quality Parish Council status

8. **Office Christmas Opening Hours**

To consider the council's requirements for office Opening Hours over the Christmas period.

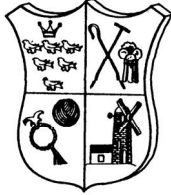
Dated this 1st day of October 2013



JOHN HARRISON
Town Clerk

Committee Membership:

Councillor W. Bentley
Councillor Mrs S.J. Bentley
Councillor M.Ryan
Councillor J. Blake
Councillor G.G. Rowe



HAILSHAM TOWN COUNCIL
STAFF ADMINISTRATION PANEL

REPORT (MINUTES) - DRAFT

of the meeting of the Staff Administrative Panel,
held in the Fleur-De-Lys Meeting Room, Market Street, Hailsham
on Monday, 7th October 2013 at 7.30 p.m.

Prior to commencement of formal business, a period of not more than 15 minutes was assigned for the purpose of permitting members of the public to address the Committee or ask questions (on matters relevant to the responsibilities under the direction of this committee).

None Presented

SAP/13/4/

Present

01

Councillors Bill Bentley, Mrs Jo Bentley, John Blake, Geoff Rowe and Michael Ryan

02

Officers in Attendance

Mr M. Caira (Deputy Town Clerk and Business Enterprise Manager) and Mr J. Harrison (Town Clerk)

03

Apologies for Absence

None given.

04

Declarations of Interest

None made.

Minutes of previous Meeting

05

RESOLVED to note that The Minutes and Reports of the Meeting of the Staff Administrative Panel (Ref: SAP12/11/40-48.5) held on 15th April 2013 and adopted by the Town Council at the Annual Meeting on 22nd May 2013 were a correct record.

06

Cllr Rowe enquired whether any progress had been made on the Cemetery Toilets which the minutes had noted would be addressed. It was agreed that these would be scheduled into the Outdoor Works Teams programme and also noted that an inspection of the cemetery with the Town Clerk, other

officers, the council Chairman and Cemetery Wardens was due to be arranged.

- 07 Cllr Blake asked for confirmation regarding the development of a bank of youth workers for the Youth Café. The Town Clerk reported that the Youth projects Manager had started this process by speaking to ESCC TYS and other local parishes, although it had proved very difficult as there was an ongoing issue with the recruitment of Youth Workers across the region and it was difficult to gain access to files or information on Youth Workers from other organisations. However, at present due to Andy's hard work, the Youth Café does not have a major problem with recruitment.

It was suggested that a 'bank' of staff could be established through more advertising and promotion in professional publications and agreed that the Clerk would revisit the issue with the Youth Projects Co-ordinator.

Outdoor Works Team Telephone Allowances

- 08 Mr Cairra explained to the panel that the current phone allowance for staff was £50, that it had been that much for approximately 10 years and that it does not cover the staff's use of their personal phones. Discussion ensued on whether there was a need for a more detailed report for full council and the possible alternatives, including providing relatively basic phones for the staff.
- 08.1 RESOLVED to recommend that the phone allowance is increased to £75 per person, including a contribution to insurance for the phones.

Casual Market Staff

- 09 Mr Cairra explained the request to the Staff Admin panel. It currently takes three members of staff to set up the market, working for approximately two hours each. There are currently five people who can do this, including three members of the OW Works team and two members of the Hailsham Forward executive Committee. The request is therefore to recruit casual staff to 'zero hours' contracts' for use on the occasions that three members of the existing team were not available.
- 09.1 The panel had some reservations about the adverse issues surrounding 'zero hours' contracts and the amount of time being taken up by council employed staff in setting up the markets. Concern was also expressed as to whether a senior manager should be undertaking that work and the insurance implications.
- 09.2 It was noted that the work required and other aspects of the markets were due to be reviewed by Hailsham Forward in December, when the current working requirements may be subject to change.

- 09.3 The panel **RESOLVED** that the council should not seek to employ staff on casual 'zero hours' contracts to cover the market.
- 09.4 The panel **RESOLVED** to recommend to Hailsham Forward that it considers the use of contracted staff to set up the market.

Receptionist

- 10 To Clerk gave an update on the vacant position of receptionist, explaining that the position had not yet been recruited to, but that we were now in a position to recruit to this post. The committee also discussed the appropriate grading for the post.
- 10.1 The panel **RESOLVED** to agree to recruiting to the post for the remainder of the financial year, at NJC grade SCP 10-14 in accordance with the job description circulated as part of the report to the panel.

Town Clerks Training and Quality Parish Status

- 11 To panel received a verbal update from the Town Clerk on training and the Quality Parish Council status:
- 11.1 The Clerk had submitted and received feedback on the CiLCA portfolio. He is required to resubmit in some areas of the portfolio and has six months to do so. He is confident of being able to resubmit in the required areas before the Christmas break.
- 11.2 With regard to the Quality Council Status, the clerk updated the panel in the light of information received from the national Association of Local Councils:
- 11.3 Hailsham was accredited as a quality council on 23rd April 2009. Accreditation currently lasts 4 years, so in the normal course of events Hailsham would have lapsed as a quality council on 23rd April 2013 and would have needed to reaccredit within 3 months of that date in order to remain accredited.
- 11.4 As the quality council scheme is under review, however, the quality status of all accredited councils was 'frozen' on 1st September 2012 for the duration of the review, which is ongoing. The intention is that once the scheme is re-launched there will be a grace period within which councils who have had their accreditation 'frozen' can apply for reaccreditation.
- 11.5 There is at present no definitive launch date for the revised scheme, as the national stakeholders are still consulting on the proposals for the new scheme, and are in the process of seeking feedback from county associations. It is currently looking likely that the scheme will be re-launched at some point in the new year (2014).

- 11.6 **RESOLVED** for the Town Clerk to write to NALC expressing concern over the amount of time that the review of the Quality Parish Status is taking.

Office Christmas Opening Hours

- 12 The panel considered the council's requirements for office Opening Hours over the Christmas 2013 period.

- 12.1 The Staff Administration Panel **RESOLVED** to make the following recommendation regarding Christmas opening for this year

| | | |
|-----------|--------|------------------------|
| Monday | 23-Dec | Open |
| Tuesday | 24-Dec | Open - Finish at lunch |
| Wednesday | 25-Dec | B/H |
| Thursday | 26-Dec | B/H |
| Friday | 27-Dec | Closed |
| Saturday | 28-Dec | |
| Sunday | 29-Dec | |
| Monday | 30-Dec | Closed |
| Tuesday | 31-Dec | Closed |
| Wednesday | 01-Jan | B/H |
| Thursday | 02-Jan | Closed |
| Friday | 03-Jan | Closed |

Therefore under this recommendation, the office closes at lunch time on Christmas Eve and doesn't re-open until Monday 6th January. The panel also recommended 'gifting' the staff two days, so they would use up three days of annual leave.

- 12.2 The panel also requested that the Clerk and staff ensure that the emergency hours response service was fully operational over this period.

There being no further business, the meeting closed at 9.00pm

CHAIRMAN

