

Knutsford Town Council

Town Clerk: Adam Keppel-Green

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



8th February 2018

To: **The Members of the Knutsford Town Council Personnel Committee**

Dear Councillor,

You are summoned to attend the meeting of the Knutsford Town Council Personnel Committee to be held at 16:00 on Wednesday 14th February 2018 in the Moor Room of the Town Council Offices.

Yours sincerely,

A handwritten signature in black ink that reads 'A Keppel'.

Adam Keppel-Green
Town Clerk

Agenda

- 1 To receive apologies for absence
- 2 To note declarations of members' interests
- 3 To receive and confirm the minutes of the meeting held 7th December 2017 (**attached**)
- 4 To consider the committee budget and spending to date (**attached**)
- 5 To consider matters related to the employee pension scheme (**attached**)
- 6 To consider a staff teambuilding day (**attached**)
- 7 To consider the actions log (**attached**)
- 8 To discuss personnel issues
- 9 To note the date of the next meeting (14/03/2018)

Due to the nature of the business transacted by the Personnel Committee it may be necessary to discuss some items following a resolution to exclude the public and press.

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Minutes of the Personnel Committee Meeting held on December 7th 2017 in the Moor Room of the Town Council Offices

P17/067 Present

Cllrs Mrs Gray, Forbes, Coan and Farber.

In attendance: A Keppel-Green (*Town Clerk*)

P17/068 To receive apologies for absence

Apologies were received from Cllrs Goodrich and Mrs Wells-Bradshaw (business)

P17/069 To note declarations of members' interests

No members declared an interest in any item.

P17/070 To receive and confirm the minutes of the meeting held 22nd November 2017

It was **RESOLVED** to approve the minutes.

P17/071 To consider matters related to the recruitment of a Town Ranger

It was **RESOLVED** that the recruitment of a new Town Ranger be authorised as outlined, that a panel of two members and the Town Clerk be delegated authority to shortlist, interview and appoint and that a budget of £250 be approved for advertising the vacancy.

P17/072 To note the date of the next meeting

The date was noted.

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
Personnel								
600	HR Budget							
4000	Salaries and wages	8,181	69,157	73,300	4,143	4,143	94.3 %	
4005	Tax and NI	894	18,807	21,530	2,723	2,723	87.4 %	
4010	Pension Contribution	5,040	22,058	23,390	1,332	1,332	94.3 %	
4015	Agency Fees	0	809	0	-809	-809	0.0 %	
4020	Employee Travel Cost / Mileage	0	327	500	173	173	65.3 %	
4021	Employee Subsistence / Costs	0	126	100	-26	-26	126.0 %	
4027	Human Resources Costs	0	1,258	500	-758	-758	251.6 %	
4029	Payroll Fees	0	10	480	470	620	-150	131.3 %
	HR Budget :- Expenditure	14,115	112,552	119,800	7,248	620	6,628	94.5 %
1320	Sales / Service Provision	-1,705	0	0	0			0.0 %
	HR Budget :- Income	-1,705	0	0	0			
	Net Expenditure over Income	15,820	112,552	119,800	7,248			
605	Training and Development							
4025	Employee Training	988	988	1,500	512	512	65.9 %	
4026	Training Provision (recharged)	1,467	1,467	0	-1,467	-1,467	0.0 %	
4028	Personal Development	1,464	1,464	2,100	636	636	69.7 %	
4035	Member Training	240	240	500	260	260	48.0 %	
4060	Refreshments/catering	381	381	0	-381	-381	0.0 %	
	Training and Development :- Expenditure	4,540	4,540	4,100	-440	0	-440	110.7 %
1320	Sales / Service Provision	1,795	1,795	0	1,795			0.0 %
	Training and Development :- Income	1,795	1,795	0	1,795			
	Net Expenditure over Income	2,745	2,745	4,100	1,355			
	Personnel :- Expenditure	18,655	117,091	123,900	6,809	620	6,189	95.0 %
	Income	90	1,795	0	1,795			0.0 %
	Net Expenditure over Income	18,565	115,296	123,900	8,604			

Report to: Personnel Committee

Report Ref: P1705
Meeting Date: 14th February 2018
Agenda Item: 5
Prepared By: Town Clerk



Subject: Employee Pensions

1.0 BACKGROUND

At the November committee meeting the committee discussed the employee pension scheme which is the Local Government Pension Scheme provided through the Cheshire Pension Fund. It was agreed that a briefing for members be held and this is scheduled to be held prior to the committee meeting, on Tuesday 13th February. The LGPS is a defined benefit career average revalued earnings scheme which provides employees with a guaranteed income in retirement.

2.0 PENSIONS AT OTHER COUNCILS

It was agreed the Town Clerk would investigate alternative schemes, which schemes other councils use and whether any Cheshire Councils have left the Cheshire Pension Fund. All Town Councils (and a number of parish councils) use the Cheshire Pension Fund for their clerk. No council has left this.

The Town Clerk polled counterparts via the SLCC Clerks Forum and received 27 replies of which 23 offer LGPS with four having closed the scheme to new entrants. Of the four that left:

- a) One council offers LGPS to management only, with non-management roles being in NEST. This was against the advice of the council's employment advisors.
- b) One council offers LGPS only to the Town Clerk, all others are in NEST.
- c) One closed LGPS to new entrants and replaced it with a defined contributions scheme managed by the Pensions Fund. The council has prepared a payment of £300,000 to cover its LGPS deficit.
- d) One council closed LGPS to new entrants and intends to keep its lowest paid member of staff in the scheme to prevent a deficit payment.

It was noted that when a council leaves LGPS and the scheme closes (when there are no longer any active employees in the scheme from said council) the council will be required to make up the deficit. One of the councils which has left the scheme has noted difficulties in recruiting since leaving.

The discussion from the SLCC Clerks Forum indicated that a council offering LGPS was a factor in deciding whether to apply for positions.

3.0 DECISIONS REQUIRED

The committee should consider what further information on pensions it wishes to have to inform any decision being considered.

Report to: Personnel Committee

Report Ref: P1707
Meeting Date: 14th February 2018
Agenda Item: 6
Prepared By: Town Clerk



Subject: Team Building Event

1.0 INTRODUCTION

In setting the Town Clerk's objectives for 2018 he was challenged by the Town Mayor to carry out a team building exercise with at least 80% staff where 80% of those attending rate it as worthwhile by the 13th May 2018. It is anticipated that all eight staff would attend.

The Town Clerk and Town Mayor have discussed this, and the Town Clerk has designed a team building exercise comprising undertaking the Crystal Maze experience followed by a lunch with team building games in Manchester.

The lunch would involve a combination of games designed to get to know one another better personally and from a working style, strengths and weaknesses perspective. It would be used to reinforce the importance of the different roles and the way that each role supports the overall objectives and actions of the council.

The Crystal Maze experience is an adaptation of the 90s (and now remade) TV show. It is designed for teams of up to eight participants and features a range of team based challenges which would suit participants of different abilities. The experience lasts a total of 75 minutes. The cost for a full team is £335.

It is suggested that the Town Council funds the Crystal Maze experience and that staff pay for their own lunches.

2.0 DECISIONS REQUIRED

The committee should consider the proposed team building event.



Knutsford Town Council Personnel Committee Actions Log

Minute Ref	Action Created	Action Outstanding	Notes	Target Date
P16/022	04/10/2016	Cllr Goodrich and the Town Clerk develop a plan how to deal with some of the issues which had become apparent.	Chairmanship Training Course being planned.	31/03/2018
P16/063	18/04/2017	Cllr Goodrich and Town Clerk to investigate attendance improvement plans and improved policy.		31/03/2018