

## AGENDA ITEM 4

Personnel 3 December 2020

MINUTES of the MEETING of the PERSONNEL COMMITTEE held via ZOOM, on MONDAY 28 SEPTEMBER 2020 at 11.00AM.

**PRESENT:** Councillor Peter Harman - Chairman  
Councillor Sue Butterfill – Vice-Chairman  
Councillor Anita Barham  
Councillor Sue Butterfill  
Councillor Lorna Cross  
Councillor Peter Harris  
Councillor Lesley Howes  
Councillor Maurice Weet

**ABSENT:** There were none

**ALSO PRESENT:** Graham Blew, Town Clerk  
Martin Harding, Assistant Town Clerk / Responsible Financial Officer

61/20-21. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

62/20-21. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Dr Jo Harman due to medical reasons.

**Recommended:** That the reasons for absence, for Councillor Dr Jo Harman, be formally accepted and approved.

63/20-21. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

64/20-21. **URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

65/20-21. **TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 2 APRIL 2019.**

**Recommended:** That the minutes from the meeting held on 2 April 2020 be confirmed and signed.

66/20-21. **ASSISTANT TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER – CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CiLCA).**

Members were informed that the Assistant Town Clerk / Responsible Financial Officer had passed his CiLCA in November 2019. This had resulted in the Town Council having two qualified officers.

Members extended their congratulations to the Assistant Town Clerk / Responsible Financial Officer for attaining the CiLCA qualification.

**Recommended:** That the item be noted and the Assistant Town Clerk / Responsible Financial Officer be congratulated for attaining his CiLCA qualification.

67/20-21. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Sue Butterfill and seconded by Councillor Peter Harris;

**RESOLVED:**

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following item of business.

68/20-21. **STAFFING MATTERS.**

Members considered the confidential report and commended the officers for the detail it contained. After discussion it was proposed, duly seconded and agreed;

**Recommended:** That the contents of the confidential report be noted and endorsed.

69/20-21. **PAY CLAIM 2020 - 2021.**

As part of its Terms of Reference the Personnel Committee are required to:

*“Exercise functions of the Council on question of levels of pay and salary settlements for all staff employed by the Council.”*

The 2020 – 2021 estimates included the provision for awarding cost of living pay rises up to 2.5% and a 1 SP increase.

Any pay award would be dated from 1 April 2020.

Members acknowledged the efforts and commitment of all the Town Council staff and, after discussion it was proposed, duly seconded and agreed that a 2.5% pay increase be awarded to all the appropriate Town Council staff with effect from 1 April 2020.

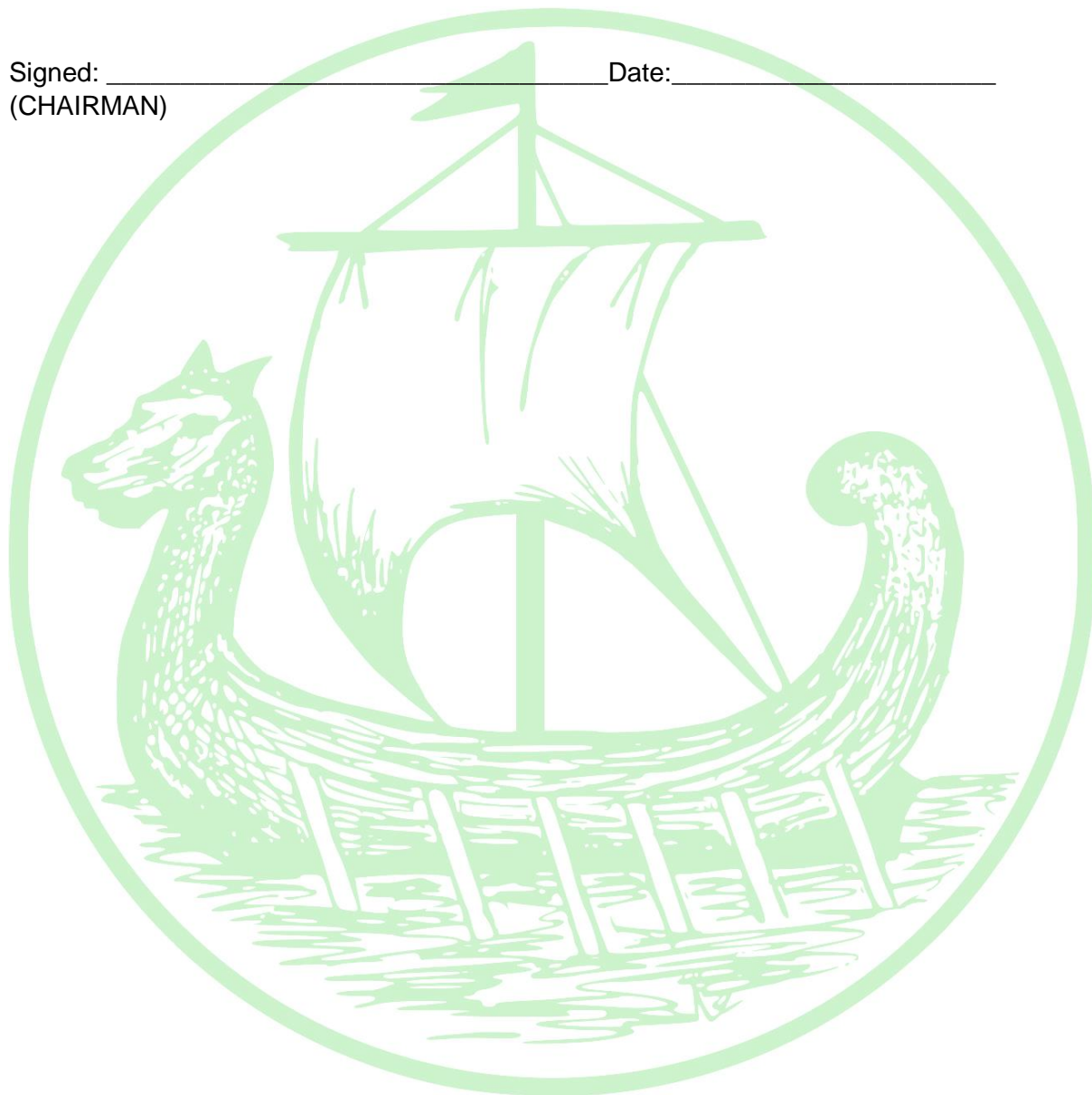
**Recommended:**

That a 2.5% pay increase be awarded to all the appropriate Town Council staff with effect from 1 April 2020.

There being no further business, the Meeting closed at 11.45am.

Signed: \_\_\_\_\_  
(CHAIRMAN)

Date: \_\_\_\_\_





## **APPRENTICESHIP SCHEME (p).**

### Introduction

Swanscombe and Greenhithe Town Council has not, to date, investigated and considered the Apprenticeship Programme and Schemes as a means of recruitment within the Council.

### Apprenticeship Scheme Overview

When hiring an apprentice, the organisation needs to look at the job role that the person will be recruited to. This is then matched against training providers to ensure that the course on offer meets the job needs.

At present this is most suited to our Parks Department and linking into either the Level 2 qualification as a Sports Turf Operative or Horticulture & Landscape Operative, through Hadlow College.

The apprentice would be employed on a 30 hour per week contract with at least 20% of their time spent undertaking off the job training at Hadlow College.

The financial cost to the Town Council would very much depend on the age of the person and this is set out below.

### Financial Implications

An Apprentice is required to be employed on a minimum 30 hour per week contract at minimum wage for their age.

On this basis recruiting someone over the age of 25 (costs would reduce for an apprentice of a younger age) would cost the Town Council £13,603 in basic salary + NI and Pension would bring a total employment related cost to £16,500 pa.

In addition to this the Town Council would also be responsible for 5% of the apprenticeship training course which would be between £100 and £250 depending on finalised figures.

Should the Town Council employ an apprentice between 16 -18 then an additional incentive payment of £1,000 would be received to help support the costs.

In order to incentivise the apprentice remaining with the Town Council, at the end of their training period, it would be prudent to include an employment offer of a 37 hour per week contract on the beginner wage for the role of £18,304 in basic salary + NI and Pension, total cost of £21,965.

## Benefits / Concerns with the Scheme

The following are the key benefits to the Town Council:

- The employee is fully trained to industry standard with minimal training costs to the Town Council;
- The employee would have 18-24 months experience at the end of the training period;
- The Town Council is under no obligation to fully employ the apprentice at the end of the scheme;
- The scheme promotes recruitment of younger individuals, which aides with future proofing your workforce.

The following are the key concerns to the Town Council:

- Once committed the person will remain employed by the Town Council until the end of the training process;
- The potential 24 hours the employee is working within the Parks Department could have an impact on the productivity of other members of staff;
- The employee is under no obligation to stay with the Town Council on completion of the training and could choose another employer.

### **Recommended:**

To decide whether the apprentice scheme should be fully investigated for possible future recruitment within the Parks Department, and allocate an appropriate budget for this.