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1<sup>st</sup> September 2020

Notice is hereby given that there will be a meeting of the **PROPERTY AND PERSONNEL COMMITTEE** held on **MONDAY 7<sup>TH</sup> SEPTEMBER 2020** at **6.30pm**

### Committee:

Councillor Chace (Chair)  
Councillor Baker  
Councillor Price  
Councillor Rhodes  
Councillor Turner

**Peter Herbert, Town Clerk**

### Agenda

#### VIRTUAL MEETING PROTOCOL

##### 2020/21

The provisions of the Coronavirus Act 2020 allow local authorities to put in place different meeting arrangements for the period from 4 April 2020 to 7 May 2021. This meeting will be a 'virtual meeting' and any member of the press and public may listen-in and view the proceedings via a weblink which will be publicised on the Town Council website at least 24 hours before the meeting.

The Town Council's Protocol and Procedures for 'virtual meetings' can be viewed at <https://www.littlehampton-tc.gov.uk/committee-meetings>

Any members of the public wishing to address the Council or any of its Committees during the Public Forum or seeking further information on the items to be discussed, will need to email [ltc@littlehampton-tc.gov.uk](mailto:ltc@littlehampton-tc.gov.uk) one clear working day before the meeting and provide details of their question.

## 1. Mobile Phones

Members are requested to switch their mobile devices to silent for the duration of the meeting and are asked to note the previously approved protocol for remote meetings which is in place for the duration of this meeting.

## 2. Apologies

## 3. Declarations of interest

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- (c)
  - (i) whether it is a personal interest and the nature of the interest
  - (ii) whether it is also a prejudicial interest
  - (iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

It is recorded in the register of interests that:

- Councillor Baker is a Member of Arun District Council
- Councillor Rhodes is a Member of Arun District Council

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

## 4. Minutes

To confirm the Minutes of the meeting held on 8<sup>th</sup> June 2020, circulated herewith (pages 4 - 6). In accordance with the Town Councils' Standing Orders, Section 9 (a), Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

## 5. Chair's Report and Urgent Items

## 6. Public Forum

Any members of the public wishing to address the Council or any of its Committees during remote meetings should email [lrc@littlehampton-tc.gov.uk](mailto:lrc@littlehampton-tc.gov.uk) one clear working day before the meeting with their submission. These will be read out by the Chair or a supporting officer at the meeting. During this period, and to enable the Council to answer as many questions as possible at the meeting, the submission should not exceed 200 words. The Clerk, in consultation with the Chair of the meeting, reserves the right to summarise written questions. All written questions and responses will be made available on the Town Council web site alongside the meeting minutes.

## **7. Officers Reports**

**7.1. Absence Monitoring Report-** Attached (Pages 7 – 8)

**7.2. Staffing and Property Update -** Report attached (Pages 9 – 10)

**7.3. Project 82 Building-** Report attached (Pages 11 – 12)

**7.4. Supplement to Holidays Policy during COVID-19 Pandemic-** Report attached (Pages 13 – 26)

**7.5. Keystone Centre-** Oral Update

## **8. Finance**

**8.1. Finance Report-** Attached (Pages 27 – 30)

## **9. Exempt Business**

It is **Recommended** that:

**The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.**

**MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held on MONDAY 8<sup>TH</sup> JUNE 2020 at 6.30PM**

**Present:** Cllrs Chace (Chair),  
Baker, Price and  
Rhodes

**2020/2021**

**1. VIRTUAL MEETING PROTOCOL AND USE OF MOBILE DEVICES**

The Chair welcomed Members, the press, officers, and members of the public to this virtual meeting. He explained how the meeting would be conducted and the protocol that would be followed, including how any break in the proceedings due to technical difficulties would be managed.

**2. APOLOGIES**

There were none

**3. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and no further declarations were made.

**4. MINUTES**

The Minutes of the meeting held on 2<sup>nd</sup> December 2019 (previously circulated) were confirmed as a true record and arrangements would be made for them to be signed at a later date.

**5. PUBLIC FORUM**

In accordance with the Remote Meetings Protocol introduced by the Town Council, members of the public who wished to address the Council or any of its Committees during a remote meeting should have emailed their representations one clear working day before the meeting.

The Chair reported that one question had been received from a resident. The Town Clerk read this out, together with a response.

**Mr Chester asked:** *I hope that Government will consider making permanent the ability of Councils to hold meetings virtually. There is much greater awareness of the work of Local Government by being able to view meetings at leisure online. There is also the benefit of reduced travel and increased availability of rooms for other bookings when allowed again. It also guards against the public view of various*

*issues being assessed from the small number of people who attend physically rather than the view of the community as a whole.*

*I hope the gradual return to the office for those who cannot work from home will prioritise the museum documentation project. Perhaps the area that they work in will have to be sealed off from the public for now. A viewing window maybe? In addition, perhaps bookable slots for household groups of an hour could be considered for visitors to the museum. Also, this seems the opportunity to crack on and fully implement an electronic banking system including card payments at reception and online. Perhaps allowing online sales of items at reception. Thank you for upping your online presence, something to be hopefully continued.*

The Town Clerk thanked Mr Chester for his comments and addressed his points in order. With regards to remote meetings, it had been quite a challenge but looked set to continue until at least September. Beyond that, the future was out of the Council's hands, but his comments were noted. The museum was closed to the public and would remain so until Government rules said otherwise to and the safety of visitors and staff could be ensured. However what arrangements could be made to facilitate visits would be looked into. Work on the Collection Document Project had continued throughout the lockdown and the Museum staff had returned to the Manor House to focus on this. Regarding electronic banking, officers were in contact with the Town Council's bankers to bring this forward. The Town Clerk thanked Mr Chester for his suggestions.

## **6. CHAIR'S REPORT AND URGENT ITEMS**

There were none.

## **7. OFFICERS REPORT**

### **7.1 Absence Monitoring Report**

The Committee received a report (previously circulated) which set out the staff absence records for the full year's 2010/11 to 2019/20. The Town Clerk reported that sickness levels had unsurprisingly fallen, probably due to reduced personal contact during lockdown. It was **RESOLVED** that:

***The report be noted.***

### **7.2 COVID 19**

The Committee received a report (previously circulated) which highlighted the actions taken in response to the Coronavirus pandemic and highlighted service implications and potential financial consequences. The Town Clerk reported that this was one of a series of reports to Committees that would be drawn together and taken to Council later in the month. He explained that there were significant losses of income from room hires and also sought approval for the

return to the workplace strategy. It was noted that the option of opening reception was being explored and it was **RESOLVED** that:

1. **The actions taken during lockdown be endorsed and where appropriate, the likely financial consequences be noted.**
2. **The proposed return to work strategy and impact on future working arrangements be approved.**
3. **The report be otherwise noted.**

### 7.3 **Keystone Centre**

The Town Clerk reported that an Extraordinary Council meeting would be held on 18<sup>th</sup> June 2020 to discuss the outcome of the feasibility study and where the architects would present their design concept to Members. It was **RESOLVED** that:

**The update be noted.**

## 8. **FINANCE**

### 8.1 **Committee Budget Monitor**

The Committee received a report (previously circulated) which highlighted any significant variances from budget in income and expenditure for this Committees budget, the budget report figures and movements in P&P's Earmarked Reserves during the year. It was **RESOLVED** that:

**The report be noted.**

## 9. **EXEMPT BUSINESS**

There was none.

The meeting closed at 6:49pm

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**CHAIR**

# LITTLEHAMPTON TOWN COUNCIL

## Non-Confidential

**Committee:** Property and Personnel

**Date:** 7<sup>th</sup> September 2020

**Report by:** The Town Clerk

**Subject:** Absence Monitoring Report – Quarter 1 2020/21

### 1. Summary

1.1 Members are provided with the staff absence records for the full year's 2011/12 – 2019/20 and Quarter 1 of 2020/21.

### 2. Recommendation

It is RECOMMENDED that the report be noted.

### 3. Staff Absence Records

3.1 The figures for self-certificated sickness leave are set out below.

Year	1st Apr-30 <sup>th</sup> Jun	1 <sup>st</sup> Jul-30 <sup>th</sup> Sep	1 <sup>st</sup> Oct-31 <sup>st</sup> Dec	1 <sup>st</sup> Jan-31 <sup>st</sup> Mar	Average
2011/12	0.77%	1.35%	1.29%	1.56%	1.24%
2012/13	1.11%	0.38%	2.5%	1.94%	1.48%
2013/14	1.49%	1.45%	1.35%	2.09%	1.6%
2014/15	1.26%	1.77%	3.38%	2.7%	2.27%
2015/16	1.17%	2.33%	2.08%	3.06%	2.16%
2016/17	1.09%	0.68%	1.49%	1.86%	1.28%
2017/18	1.06%	0.94%	0.83%	0.92%	0.94%
2018/19	0.85%	0.49%	1.46%	2.01%	1.20%
2019/20	0.56%	0.40%	0.84%	1.84%	0.91%
2020/21	0.30%				

3.2 The figure for Quarter 1 in 2020/21 decreased significantly compared to the previous quarter (2019/20 Quarter 4) and is lower than the same period in the previous year (2019/20 Quarter 1). 3 members of staff took self-certificated sickness leave (11 last quarter), this equated to 4.5 days/28.5 hours.

3.3 None of this self-certificated absence was due to COVID19.

3.4 The figures for certificated sickness leave are set out below.

<b>Year</b>	<b>1<sup>st</sup> Apr- 30<sup>th</sup> Jun</b>	<b>1<sup>st</sup> Jul- 30<sup>th</sup> Sep</b>	<b>1<sup>st</sup> Oct- 31<sup>st</sup> Dec</b>	<b>1<sup>st</sup> Jan- 31<sup>st</sup> Mar</b>	<b>Average</b>
2011/12	2.91%	0.32%	2.37%	0.82%	1.6%
2012/13	1.9%	1.02%	1.62%	2.76%	1.8%
2013/14	2.18%	1.84%	0.19%	0.18%	1.1%
2014/15	0%	1.1%	0.87%	1.43%	0.85%
2015/16	0.2%	2.89%	1.29%	3.68%	2.01%
2016/17	9.64%	8.09%	1.55%	3.65%	5.73%
2017/18	0.46%	0.13%	0%	0.68%	0.32%
2018/19	0.29%	2.18%	0.88%	0.79%	1.04%
2019/20	1.30%	6.31%	6.61%	0.65%	3.72%
2020/21	0%				

3.5 There was no certified absence in quarter 1 of 2020/21.

Peter Herbert  
**Town Clerk**

## LITTLEHAMPTON TOWN COUNCIL

### Non- Confidential

**Committee:** Property & Personnel  
**Date:** 7<sup>th</sup> September 2020  
**Report by:** Town Clerk  
**Subject:** Staffing and Property Update

#### **1. Summary and Update**

**1.1** This report sets out the changes in staffing since the 1<sup>st</sup> April 2020 and an update on property related matters.

#### **1.2 Community Resources Officer**

The Community Resources Officer Michael Grier joined the Town Council on 14<sup>th</sup> April 2020 and will focus on providing support to the Assistant Town Clerk in the delivery of community work and new projects. Significant work has already been undertaken to deliver the Annual Grant Scheme, working with groups to support their return to the Southfields Jubilee Centre along with work on projects such as the replacement playground at Rosemead Park and the new Youth Centre in Wick, replacing the Keystone Centre in Eldon Way.

#### **1.3 Admin Assistant**

Louise Wood resigned from the position of Admin Assistant and left the Town Council on 17<sup>th</sup> April 2020. Due to COVID-19 this post has been held vacant and some of the hours have been covered by other team members.

#### **1.4 Amenity Team Operative**

Matthew Taunton resigned from the position of Amenity Team Operative and left the Town Council on 14<sup>th</sup> August 2020. A recruitment process has been completed and it is hoped the successful candidate will start at the beginning of September 2020.

#### **1.5 Amenity Team Tipper Van**

The Amenity Team Tipper Van was involved in an accident at the end of July 2020 which left the vehicle unroadworthy. It was recovered from the site of the accident and taken to the Amenity Team Unit and was booked in for repair with a local garage. This was due to happen at the beginning of September. The Amenity Team arrived at work on 24<sup>th</sup> August to find the van was no longer on site. On reviewing the CCTV the van can be seen to be stolen by two males. This has been reported to the police and the Town Council's insurance company and a claim is now being progressed. In the meantime, a van has been hired to enable the Amenity Team to continue with their work.

## **1.6 Manor House**

Emerging from the nationwide lockdown, our first priority has been to get those staff for whom there is a need to be in the office to undertake work, back in the Manor House. A COVID-19 risk assessment was conducted, in line with Government guidance, and a phased return to the Manor House for staff began with the Museum Team on Wednesday 3rd June 2020. A phased return to the office followed for remaining staff using a rota system with most staff doing a mixture of work from home and the office. Perspex screens have been purchased and installed to support this alongside staggered working hours and the use of all the entrances to the building to limit crossover. As the guidance stands, and our risk assessments dictate, it is not yet possible for everyone to return to the office at the same time.

We are working towards opening the public face of the Council as soon as possible. Plans are being developed for further health and safety adaptations to provide access but further work needs to be done to ensure the reception area is COVID secure and that measures are in place to facilitate the public entering and using the building whilst maintaining social distancing. This is being progressed as a matter of urgency however, we cannot open until all the issues raised in our risk assessment have been addressed and it is safe to do so. For example, the reception desk needs to be screened off and quotes are being obtained for a satisfactory installation. Officer are looking to expedite this.

## **2. Recommendations**

The Committee is RECOMMENDED to:  
Note the report.

Peter Herbert  
**Town Clerk**

## Littlehampton Town Council

### Non - Confidential

**Committee:** Property & Personnel

**Date:** 7<sup>th</sup> September 2020

**Report of:** Town Clerk

**Subject:** Project 82 Building

#### 1. Summary

The report proposes recommending to Council that the Project 82 (P82) building be declared surplus to requirements.

#### 2. Recommendation

The Committee is RECOMMENDED to recommend to Council that: -

The Project 82 building be declared surplus to requirements and that authority be delegated to the Town Clerk to engage the District Valuer and progress the sale of the premises.

#### 3. Background and Update

- 3.1 The Project 82 premises at 82 Wick Street were purchased by the Town Council in 1997 and designated for community use. The premises comprise a two storey building with ground floor extension with hardstanding on the forecourt at the front and has functioned as a youth drop in facility for a number of years when the Town Council's Youth Service operated out of the building.
- 3.2 As the Youth Service evolved to deliver services from other venues in the Parish including the Southfields Jubilee Centre and Keystone Centre, the building became more of a community hub for statutory services delivered by the County Council and as a meeting place for local groups. In recent years, the County Council has changed how it delivers its statutory services and rentals gradually fell away with the last hirer, the 50-Up Club moving out of the building in February this year.
- 3.3 The 50-Up Club moved into All Saints Church Hall at the end of February. The Club has been active since 1998 and over the years has supported the elderly residents of Wick through organised events and activities for those living alone. As well as supporting their community by providing companionship, the Club has also raised funds that have been regularly donated to many local good causes over the years. The Club is run by a small dedicated team of volunteers and in the last few years their membership has declined. More recently and like many

other voluntary groups, the Club hasn't been able to meet and will be looking to hold their final AGM when circumstances allow. The Town Council will be providing administrative support to them throughout this process.

- 3.4 Whilst the P82 building is checked daily, it is extremely likely that it will require significant work to bring it up to an acceptable standard for hiring. In particular, it is estimated that maintenance and repair costs (excluding rates security, and energy costs etc) will significantly increase in respect of work required to the roof and skylights over the extension and the interior generally as the building ages. In view of the progress now being made with the project to build the new youth centre in Eldon Way and the proposed development of a new community and youth facility in the North Littlehampton development, it is considered that the P82 building is surplus to requirements.
- 3.5 Two years ago, the opportunity to work with the District Council on a long-held priority for the Town Council to replace the Keystone Centre in Eldon Way, Wick came forward. The Town Council has continued to maintain the P82 building to a safe standard and focus resources on developing plans for a new youth centre that can also be used by local groups in Eldon Way.
- 3.6 When disposing of assets, the Council must comply with the Local Government Act 1972 (Section 127 - Disposal of land held by parishes and communities) and obtain a valuation. This would be achieved through the District Valuation Office who provide valuations that meet the requirements of The Act. Should the Committee decide to make the recommendation set out above to Council, the Town Clerk will contact the District Valuer to start the process of assessing the land for disposal. The funds realised from the disposal of these premises will be held as a contribution towards the community and youth facilities in North Littlehampton.

#### **4. Financial Implications**

- 4.1 The P82 premises maintenance budget for 2020/21 is £1,000 and there is £5,158 in the P82 premises building maintenance EMR.
- 4.2 Other expenditure related to the building (such as rates, utilities, security etc) are budgeted as £9,425 in 2021/22.
- 4.3 At the current time there are no financial implications arising from this decision other than fees (to be confirmed) to bring in the District Valuer.

Peter Herbert  
**Town Clerk**

## Littlehampton Town Council

### Non - Confidential

**Committee:** Property & Personnel

**Date:** 7<sup>th</sup> September 2020

**Report of:** Town Clerk

**Subject:** Supplement to Holidays Policy during COVID-19 Pandemic

#### **1. Summary**

The report proposes an interim supplement to the Holiday Policy during the coronavirus pandemic public health emergency.

#### **2. Recommendations**

2.1 The Committee is RECOMMENDED to:

- 1) To note the Urgent Action and approve the interim supplement to the Town Council's Holiday Policy during the COVID-19 pandemic and until further notice
- 2) Delegate to the Town Clerk in consultation with the Chair of Property and Personnel to amend this policy in accordance with ACAS and Government Guidance as required.

#### **3. Background**

3.1 The Town Council has in place both a 'Holiday Policy' and 'Leave of Absence Policy' (attached as Appendix 1), which are based on ACAS (Advisory, Conciliation and Arbitration Service) guidance.

3.2 The Holiday Policy relates to staff entitlement to paid holiday leave. The policy states "No more than two consecutive weeks can be taken at any one time without permission from the Town Clerk". In line with the Holiday Policy, the Town Clerk has delegated authority to extend the two consecutive weeks holiday period.

3.3 The Leave of Absence Policy relates to time off from work other than staff entitlement to paid holiday leave. It sets out options for taking time off due to exceptional circumstances such as emergencies, bereavement, or serious family illness. The policy states that "with regards to all leave requested, the Town Council will follow all statutory requirements, its policies and any recommended best custom and practise at the time".

3.4 Due to the COVID-19 pandemic it has been necessary to review and respond to leave requests from staff, including staff cancelling or changing leave due to Government Guidance on 'Travel Corridors' and

advice from the Foreign and Commonwealth Office (FCO), as well as advice from ACAS.

- 3.5 The FCO continues to advise against non-essential international travel, except to countries and territories exempt from advice against 'all but essential' international travel. Anyone returning to the UK from a country not on the 'travel corridor' list must self-isolate for 14 days.
- 3.6 An interim supplement to the Town Council's Holiday Policy was agreed with the Chair of Property and Personnel under the Urgent Action Procedure (attached as Appendix 2). This interim supplement stated leave will not be approved to countries that are not part of the 'travel corridor' unless that travel is essential, in line with Government Guidance and ACAS advice. Approval for any leave will be withdrawn should the country that the person is visiting no longer be approved by the Government. The two weeks self-isolation period that is required following a holiday to a country not in the travel corridor will impact on the running of the Town Council's Services. Where a person is abroad and the circumstances change whilst they are there, the Town Clerk will work with them to see how the matter can be dealt with.
- 3.7 This interim supplement will remain in place during the COVID-19 pandemic and until further notice. Any amendments required in accordance with ACAS and Government Guidance will be undertaken by the Town Clerk in consultation with the Chair of Property and Personnel. Any changes will be reported to the next meeting of this Committee.

Peter Herbert  
**Town Clerk**

# **LITTLEHAMPTON TOWN COUNCIL**

## **Holidays Policy**

### **1. Introduction**

- 1.1 Littlehampton Town Council recognises its responsibilities under the Statutory Paid Leave legislation 2009.
- 1.2 The Town Council encourages all employees to take their full entitlement of holiday. The objective is for all staff to enjoy a healthy work/life balance and to return to work refreshed.

### **2. Scope**

- 2.1 This policy covers all full and part-time staff employed by the Town Council.

### **3. Policy Operation**

- 3.1 The Annual leave year runs from 1 April to the 31 March. You will be paid your full salary for all authorised absence on annual leave. If you receive regular payments for working arrangements other than normal office hours you will be entitled to such payments during leave periods.
- 3.2 The dates for taking annual leave are subject to the approval of your line manager. Such requests for leave should be made as far in advance as possible to enable management to make the necessary arrangements to ensure adequate staff levels in the office or section. Managers must have regard to work demand and other agreed absences.
- 3.3 Employees taking leave without first obtaining the approval from their manager may render themselves liable to disciplinary action being taken against them.
- 3.4 Employees are expected to schedule their taking of annual leave throughout the leave year and to have taken their full entitlement by 31<sup>st</sup> March. If all leave has not been taken then it will be possible to carry over 3 leave days into the new leave year. In exceptional circumstances a maximum of 5 working days will be considered.
- 3.5 Employees starting or leaving the Council's employment during the leave year will be entitled to leave proportional to the number of completed months' service with the Council during that year (rounded to the nearest half day). Deductions from final salary due to you on termination of employment will be made in respect of any holidays taken in excess of entitlement. Any accrued but unused annual leave must be taken as leave prior to your final day of work.
- 3.6 Employees must request their holiday by completing the 'Annual and Other Leave Record' and submitting it to their line manager for approval. Other than in the case of emergencies at least two weeks' notice must be given. In approving the application line managers will take into consideration the

operational interests of the Council. Holidays should not be booked until permission is granted.

- 3.7 No more than two consecutive weeks can be taken at any one time without permission from the Town Clerk.
- 3.8 If an employee becomes ill during a period of annual leave, they must follow the procedure set out in section 3 of the Sickness and Absence policy. If the Council is notified appropriately of the period of sickness, the employee is entitled to reclaim the period of annual leave for which they were incapacitated. This has been confirmed by a recent court judgement.
- 3.9 Only statutory annual leave entitlement provided in the Working Time Regulations 1998 will accrue during a period of long term sickness absence. Any additional contractual annual leave provided for in the Statement of Terms and Conditions of Employment that is over and above the statutory minimum annual leave entitlement will not accrue during a period of long term sickness absence, except at the absolute discretion of the Council. If you are absent due to long-term incapacity, you are encouraged to apply to take your accrued holiday entitlement before the end of the holiday year. However, in exceptional cases of long-term incapacity and if approved in writing by your line manager, you may be permitted to carry forward some or all of your accrued holiday entitlement into the next holiday year. This is only if you are still off sick at the end of the holiday year or there is insufficient time remaining on your return to work in the holiday year to take your full accrued entitlement. The Council may also, at its absolute discretion, request you to take your accrued annual holiday entitlement during a period of long-term sickness absence before the end of the holiday year and the Council will not be obliged to give you any minimum period of notice to request you to take your annual leave in this case. However, if you do not wish to take annual leave during your sickness absence, you may notify the Council in writing that you decline this request, provided that you do so before the period of annual leave commences. At the end of the period of annual leave if you do take it, you will revert back to long-term sickness absence unless you are medically fit to return to work.
- 3.10 If the employee fails to notify the Council of the period of absence until their return to work, they must produce a medical certificate as proof that they were incapacitated. Only on production of this certificate will the employee be entitled to reclaim the appropriate period of annual leave.
- 3.11 During your notice period (whether notice of termination of employment is given by the Council or by you), the Council may require you to take any outstanding accrued annual leave that you may have and the Council will not be obliged to give you any minimum notice to take such annual leave during your notice period.
- 3.12 On the termination of your employment, you are entitled to be paid for any accrued annual leave for that holiday year that has not been taken by the date of termination.

- 3.13 If, on the date of termination of your employment, you have taken more annual leave than you have accrued in that holiday year, you will be required to reimburse the Council in respect of such unearned annual leave. The Council shall be entitled to deduct the value of the unearned annual leave from any final payment of salary to be made to you. Annual leave entitlement follows the NJC/JNC terms and conditions and is quantified in the employees' statement of written particulars of terms and conditions of employment.
- 3.14 No payment in lieu of accrued contractual annual leave will be made to you in the event of the termination of your employment for gross misconduct or in the event that you give inadequate notice to terminate your employment or you leave before your contractual notice period has expired. For these purposes, contractual annual leave means any leave entitlement provided for in your contract of employment that is over and above the statutory annual leave entitlement provided for in the **Working Time Regulations 1998**.
- 3.15 Annual leave entitlement follows the NJC/JNC terms and conditions as is quantified in the employees statement of written particulars of terms and conditions of employment.

#### **4. Public Holidays**

- 4.1 The Public Holidays recognised by the Town council are:-
- New Year's Day
  - Good Friday
  - Easter Monday
  - Early May Bank Holiday
  - Late May Bank Holiday
  - August Bank Holiday
  - Christmas Day
  - Boxing Day
- 4.2 A public holiday that falls during an absence on annual leave should not be counted against the annual leave allowance unless the employee works part-time, in which case the leave card will be annotated appropriately "including bank holidays".

#### **5. Concessionary Days**

- 5.1 The Council award 3 concessionary days (2+1 statutory days) for all staff who are employed under the NJC Terms & Conditions, for the period between Christmas and New Year. This is when the Council offices are closed and must be taken at that time.
- 5.2 Employees on sickness leave during a Public Holiday or Concessionary Holiday will not be entitled to reclaim holidays over and above the statutory annual entitlement provided for in the Working Time Regulations 1998.

# **LITTLEHAMPTON TOWN COUNCIL**

## **Leave of Absence Policy**

### **1. Paid Annual Leave**

- 1.1 The provisions relating to staff entitlement to paid annual leave are set out in the contract of employment in the section on Holiday Entitlement and in the Holidays Policy.

### **2. Religious Holidays**

- 2.1 Subject to complying with the relevant provisions as to the notice set out in the contract of employment and to the requirements of the Council's business, staff will normally be allowed to use their annual leave entitlement to observe special religious holidays.

### **3. Jury Service and Witness Attendance**

- 3.1 Should staff be called up for jury service or required to attend court to give evidence as a witness, they must notify their line manager as soon as reasonably practicable. Time off work will normally be granted in these circumstances. Staff will be required to provide a copy of the court summons to support the request for time off work.
- 3.2 Paid leave of absence will be granted for employees undertaking jury service or witness attendance. Where an allowance is claimable for loss of earnings the employee shall claim the full allowance available to them, and pay the allowance back to the Council.
- 3.3 If on any day staff attend court and are told that their services are not required, they must then return to work and report to their line manager.

### **4. Other Public Duties**

- 4.1 If a staff member is a Justice of the Peace, they have a statutory right to take a reasonable amount of time off work for the purposes of performing any of the duties of the office.
- 4.2 If staff are a member of one of the following bodies, they also have a statutory right to take a reasonable amount of time off work for the purpose of attendance at meetings of the body, or any of its committees, or undertaking other duties approved by the body for the purpose of discharging the body's functions:
- i) A local authority;
  - ii) A statutory tribunal;
  - iii) A police authority;
  - iv) An independent monitoring board for a prison or a prison visiting committee;

- v) A relevant health body (e.g. an NHS trust, an NHS foundation trust, a Strategic Health Authority, a Special Health Authority or a Primary Care Trust);
- vi) A relevant education body (e.g. a managing or governing body of an educational establishment maintained by a local education authority, a governing body of a further or higher education corporation or the General Teaching Council for England or Wales);
- vii) The Environment Agency or the Scottish Environment Protection Agency, or
- viii) A Water Customer Consultation Panel.

4.3 Paid leave of absence will be granted for employees undertaking other public duties as listed above. Where an allowance is claimable for loss of earnings the employee shall claim the full allowance available to them, and pay the allowance back to the Council.

## **5. Membership of the Reserved Armed Forces**

5.1 If any staff are members of the reserved armed forces, they may use their paid annual leave entitlement to carry out their duties, provided they comply with the provisions relating to paid annual leave set out in the contract of employment and in the section on "Holiday Entitlement". The Council expects staff to use their paid annual leave first before applying for further time off.

5.2 Any further time off relating to membership of the reserved armed forces will only be granted at the absolute discretion of the Town Clerk and staff have no contractual or statutory right to be paid for this leave. Any payment of salary made by the Council in such circumstances is done so in its absolute discretion. If any member of staff wishes to apply for this type of leave, they should apply in writing to their line manager, stating the period of leave requested and the reasons for it.

## **6. Medical Appointments**

6.1 Appointments with doctors, dentists and other medical practitioners should, as far as reasonably practicable, be made outside of the normal hours of work or with the minimum disruption to the working day (i.e. made at the beginning or end of the working day).

6.2 Time off work to attend medical appointments must be authorised by the line manager in advance. Staff have no contractual or statutory right to be paid for absences relating to attendance at medical appointments. Time taken off for these appointments must be worked back. Any payment of salary during attendance at such appointments is made at the absolute discretion of the Town Clerk.

6.3 Time off for hospital appointments (other than for Elective Surgery, see section 10) will be given and normal salary paid on production of a letter confirming the hospital appointment.

6.4 If an employee is absent from work for a whole day due to a hospital appointment, this will be classed as sick leave and a self-certified sick form must be completed.

## **7. Compassionate Leave**

7.1 Subject to the statutory right of staff to time off to deal with an emergency in respect of their dependants (see section 8 below on Time Off for Dependants), employees may apply for paid or unpaid compassionate leave if they need to be absent from work in circumstances not covered by sick leave, annual leave or maternity leave.

7.2 Usually, this will be in the case of bereavement or to deal with serious family illness. The allocation of and agreement to compassionate leave is not an automatic entitlement, but is at the discretion of The Council and must be approved by the Town Clerk. Each individual case will be examined, within the context of Equal Opportunities and diversity, and the need for sensitivity and flexibility in individual circumstances borne in mind.

7.3 There is no contractual or statutory entitlement to be paid for absences relating to compassionate leave. Any payment of salary during compassionate leave is made at the absolute discretion of the Town Clerk. If paid leave is granted, it is usually for the maximum of 3 days. It may be granted for the death or serious illness of close family relatives, for example:

- Spouse/Partner
- Mother/Father and Mother-in-Law/Father-in-Law
- Brother/Sister and Brother-in-Law/Sister-in-Law
- Children
- Grandparents or Grandchildren

7.4 If the period of compassionate leave has expired, and the employee still needs to be absent, the member of staff should consult with their line manager and the Town Clerk. Under certain circumstances, further leave may be granted by extension of compassionate leave, leave in lieu of annual leave, or as unpaid leave. Should the employee at any stage be signed off sick through self certification or by their Doctor, this will be treated as sickness absence, and not as part of compassionate leave.

## **8. Time off for dependants**

8.1 All employees are entitled to take a reasonable amount of unpaid time off during normal hours of work in order to deal with emergencies in respect of their dependants. A dependant could be your husband, wife, partner, child, grandchild, parent, or anyone living in your household as a member of the family. A dependant may also be anyone who reasonably relies on you for help in an emergency, for example an elderly neighbour living alone who falls and breaks a leg and you are the closest on hand.

- 8.2 Staff have no contractual or statutory right to be paid for absences relating to these emergencies. Any payment of salary during time off is made at the absolute discretion of the Town Clerk.
- 8.3 In the event of a family emergency occurring whilst at work, staff must immediately inform their line manager of the nature of the emergency and seek their express permission to leave work early.
- 8.4 In the event of a family emergency occurring outside your normal hours of work which will prevent staff from reporting to work at their normal start time, they must contact their line manager at the earliest possible opportunity and as close to the normal start time as possible. Staff should give details of the nature of the emergency, the reason for their absence and how long they expect to be absent from work. Where the emergency is ongoing, staff must report to their line manager on a daily basis and always at least one hour before their normal start time.
- 8.5 The Council envisages that the amount of leave that will be taken, in most cases, will be one or two days. The leave to which staff are entitled is enough to help cope with the immediate crisis. Staff must actively seek alternative longer-term care arrangements for the care of a dependant within one day of the emergency occurring. Should it not be possible to make such arrangements, staff must contact their line manager and explain why further absence is required.
- 8.6 Authorisation of such continued absence will be at the absolute discretion of the Town Clerk. The right to time off under these rules is intended to cover unforeseen family emergencies. If staff know in advance that they are going to need time off, then they should speak to their line manager about the possibility of taking such time as part of their annual leave entitlement.
- 8.7 The Council reserves the right to ask staff to provide supporting evidence of the emergency on their return to work. Staff are reminded that it is a serious disciplinary offence to knowingly provide false information or to dishonestly claim a right to time off to deal with a family emergency. Any offence will be dealt with in accordance with the Council's disciplinary procedure and, depending on the circumstances, could amount to gross misconduct rendering the staff member liable to summary dismissal.

## **9. Parental Leave**

- 9.1 Parental leave is for employees to take time off work to look after a child's welfare, this leave is normally unpaid. At present this leave can be taken up to the child's fifth birthday, however, from April 2015 the age limit will increase to under 18 years.

Parental Leave should not be confused with Shared Parental Leave which is a new entitlement for eligible parents of children due to be born or adopted on or after 5 April 2015. See Maternity Paternity and Adoption Policy.

Employees qualify for parental leave if all of these apply:

- They have completed one year's service with the Council
- They are named on the child's birth or adoption certificate
- They have or expect to have parental responsibility
- They are not a foster parent (unless they've secured parental responsibility through the courts)
- the child is under 5 (or 18 in special circumstances) ( 18 from April 2015)

The leave can start once the child is born or placed for adoption, or as soon as a year's service has been completed, whichever is later.

The leave can be taken at any time up to the child's fifth birthday or until five years after placement in the case of adoption. (18 years from April 2015)

A request should be made, in writing, giving 21 days' notice of the start date of the parental leave.

Parental leave must be taken in blocks of a week or multiples of a week, and should not be taken as "odd" days off, unless the Council agrees otherwise or the child is disabled. Employees cannot take off more than four weeks during a year. A week is based on an employee's normal working pattern.

An employee will remain employed while on parental leave and some terms of the contract, such as contractual notice and redundancy terms, still apply.

## **10. Special Unpaid Leave**

10.1 The Council may, in certain circumstances, consider requests for special unpaid leave, for example, for the purposes of education, family responsibilities or for important personal reasons. However, the Council expects staff to use their paid annual leave first. Any further time off for special reasons will only be granted at the absolute discretion of the Town Clerk and it may be withdrawn at any time. Staff have no contractual or statutory right to be paid for this leave.

10.2 If a staff member wishes to apply for special leave, they should do so in writing to their line manager, stating the period of leave requested and the reasons for it. Requests for special leave will be assessed on their individual merits and circumstances.

## **11. Elective Surgery or Dentistry**

11.1 Where an employee chooses to undergo elective or cosmetic surgery or dentistry the appointment should be made outside of working hours, wherever possible, if this is not possible annual leave or unpaid leave should be taken. Any post-operative recovery should also be taken as annual unpaid leave.

11.2 Elective surgery is surgery that is not considered to be medically necessary, for example because it is concerned with the enhancement of appearance through

surgical and medical techniques. It includes cosmetic surgery and other non-essential medical procedures such as laser eye treatment and vasectomies.

## **12 Fertility Treatment**

- 12.1 Appointments for fertility treatment will be treated in the same way as hospital, doctor and dentist appointments.

## **13. Other Leave**

- 13.1 Time off for any other reason will be considered on an individual basis. Each case will be examined, within the context of Equal Opportunities and Diversity, and the need for sensitivity and flexibility in individual circumstances borne in mind.
- 13.2 All medical appointments will be treated no less favourably than any other medical appointments. Staff should try to arrange medical appointments and surgery at times that will cause the minimum amount of inconvenience to the Council.
- 13.3 With regards to all leave requested, the Town Council will follow all statutory requirements, its policies and any recommended best practice at the time.

## **STANDING ORDER 36 – URGENT ACTION**

Standing Order 36 states that **“Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17”** (which provide for calling extraordinary meetings of Council or Committees), **or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.”**

WHEN COMPLETING THE CHECKLIST BELOW, THE FOLLOWING ISSUES MUST BE BORNE IN MIND:

- STANDING ORDERS AND FINANCIAL REGULATIONS REMAIN IN FORCE AND MUST BE COMPLIED WITH.
- IN THE ABSENCE OF THE TOWN CLERK, THE DEPUTY TOWN CLERK OR THE SERVICES MANAGER SHALL PROGRESS URGENT ACTIONS. NO OTHER OFFICERS MAY COMMENCE OR UNDERTAKE AN URGENT DECISION PROCEDURE.

<b>1</b>	<b>WHAT DECISION IS REQUIRED?</b>	To implement an interim supplement to the Town Council's Holiday Policy due to COVID-19 pandemic: Leave will not be approved to countries that are not part of the 'travel corridor' unless that travel is essential, in line with Government Guidance and ACAS advice. Approval for any leave will be withdrawn should the country that the person is visiting no longer be approved by the Government. The two weeks self-isolation period that is required following a holiday to a country not in the travel corridor will impact on the running of the Town Council's Services. Where a person is abroad and the circumstances change whilst they are there, the Town Clerk will work with them to see how the matter can be dealt with.
<b>2</b>	<b>WHY IS THIS DECISION URGENT?</b> ➤ <b>WHY SHOULD IT NOT WAIT UNTIL THE NEXT PROGRAMMED MEETING OF COUNCIL OR COMMITTEE?</b>  ➤ <b>WHY SHOULD IT NOT WAIT UNTIL AN EXTRAORDINARY MEETING OF COUNCIL OR COMMITTEE IS CALLED?</b>	The Town Council must respond to COVID related Government Guidance and ACAS advice as a matter of urgency. The Council also needs to respond to employment related matters urgently.
<b>3a</b>	<b>WHAT ARE THE FINANCIAL IMPLICATIONS?</b>	None.
<b>3b</b>	<b>HAS A BUDGET BEEN APPROVED?</b>	N/A
<b>3c</b>	<b>WHICH BUDGET ARE YOU RECOMMENDING THE EXPENDITURE TO COME FROM? PLEASE CHECK</b>	N/A

# Appendix 2

	THAT SUFFICIENT FUNDS ARE AVAILABLE.	
3d	IS A SUPPLEMENTARY ESTIMATE REQUIRED? (NOTE: IF SO, THIS COULD NECESSITATE A FURTHER URGENT DECISION)	N/A
3e	IF ANY OF THE FOLLOWING APPLY: 1. A SUPPLEMENTARY ESTIMATE 2. THE USE OF EMR 3. EXPENDITURE OVER £500* APPROVAL OF THE RFO IS REQUIRED. IN THE ABSENCE OF THE RFO THE TOWN CLERK IS THE DEPUTY RFO. *FOR THIS POINT ONLY, IN THE ABSENCE OF THE RFO AND TOWN CLERK, THE ATC CAN GIVE APPROVAL.	N/A
4	IS THE DECISION CONSISTANT WITH COUNCIL POLICIES?	Yes
5a	<b>(COMMITTEE DECISIONS ONLY)</b> IS THIS DECISION A MATTER DELEGATED SOLELY TO ONE COMMITTEE?	Yes Property and Personnel
5b	IF NOT, WHICH OTHER COMMITTEES HAVE BEEN OR WILL BE CONSULTED?	
5c	WAS THIS, OR WILL THIS BE THROUGH THE URGENT ACTION PROCEDURE (PLEASE DETAIL)?	
6	HAS THE MATTER BEEN DISCUSSED WITH AGREED CONSULTEES (WARD COUNCILLORS, OTHER LOCAL AUTHORITIES ETC.)?  IF NOT, IS THE MATTER SO URGENT THAT THIS IS IMPRACTICAL? IF SO, WHY?	N/A
7	WHAT ALTERNATIVE OPTIONS HAVE BEEN CONSIDERED (BOTH PRACTICAL AND FINANCIAL)?	N/A
8	HAS THE PROCUREMENT STRATEGY BEEN FOLLOWED, WHERE EXPENDITURE IS INVOLVED?	N/A
9	BRIEFLY OUTLINE ANY IMPLICATIONS RELATING TO: > CRIME AND DISORDER > DISABILITY DISCRIMINATION > HUMAN RIGHTS ACT > FREEDOM OF INFORMATION > DATA PROTECTION > ENVIRONMENTAL IMPACT	N/A

## Appendix 2

10	HAVE APPROPRIATE RISK ASSESSMENTS BEEN UNDERTAKEN?	N/A
11	DATE OF CONSULTATION WITH CHAIR	Chair of P&P – 25/8/20 (LC)
12	SIGNATURE OF CHAIR	
13	DATE OF DECISION	25/08/20
14	SIGNATURE OF TOWN CLERK	
15	SIGNATURE OF RFO (If required under 3e)	
16	DATE REPORTED TO COUNCIL/ COMMITTEE	07/09/20

# LITTLEHAMPTON TOWN COUNCIL

## Non-Confidential

**Committee:** Property and Personnel

**Date:** 7<sup>th</sup> September 2020

**Report by:** Town Clerk

**Subject:** Finance Report

### 1. Summary

- 1.1 This report highlights any significant variances from budget in Income and Expenditure relating to the Property and Personnel (P&P) Committee's budget for 2020/21. Actual figures are shown in Appendix 1.
- 1.2 Variances that have been the subject of individual periodic reports are not reported on.

### 2. Recommendations

The Committee is RECOMMENDED to note the report.

### 3. Budget Monitor

- 3.1 Members are reminded that Income and Expenditure is not always received, or paid out, evenly throughout the year. Therefore, fluctuations will occur as to the percentage of the budget used even when the Income or Expenditure is expected to be in line with the budget by the end of the financial year.

#### 3.2 Central Administration & Support Services

- 3.2.1 £8,290 has already been spent on IT from a budget of £15,787. This includes payments for some annual contracts such as software licences and support. It also includes £1,250 for annual website hosting and £2,583 for website support, which will be met from the General Reserve as previously agreed by the Policy and Finance Committee as part of the new website project.
- 3.2.2 £941 has been spent on COVID related items from a £800 budget. It is expected this budget will overspend further during the year due to COVID-19 essential expenditure. Purchases include hand sanitising gel, sanitising cleaner, ICT wipes, Perspex desk dividers.

#### 3.3 Amenity Team

- 3.3.1 £799.98 has been spent from EMR for leasing the electric van.
- 3.3.2 £169.87 has been spent from EMR for the purchase of a replacement Mobile Phone for the Amenity Team.
- 3.3.3 £68 has been spent on COVID-19 related items such as sanitiser.

#### 3.4 Manor House

- 3.4.1 £1,054 has been spent from the Maintenance budget of £20,000. A further £835 is due for the repair to the roof above the Admin Office. Repair to the

roof above the staff toilets is also needed and a quote is being sort. It should be noted that the Maintenance budget was set at £20,000 to allow for funds to be earmarked at year end. Manor House Building Maintenance EMR is currently £19,454.

- 3.4.2 Almost £1,000 was spent from the Cleaning Budget of £1,500 undertaking a deep clean of all the Manor House carpets and hard floorings. This budget will overspend by year end.
- 3.4.3 So far in 2020/21 no income has been received for car parking. The spaces were not used at the beginning of the year by hirers due to COVID-19. Two spaces have since cancelled and these are being advertised through the Town Centre Regeneration Officer. For the remaining spaces, the income will be adjusted where hirers return part way through the financial year. One hirer has asked to pay monthly as COVID-19 has impacted their income and this has been agreed. It is hoped we will receive £2,625 against an income target of £4,500.
- 3.4.4 £1,500 income is showing in the accounts for Room Hire which is related to Weddings. However, some of these weddings have now been postponed to 2021 so the income becomes a receipt in advance. One wedding did successfully go ahead in July 2020 in accordance with COVID-19 guidance. A 50% discount was agreed by Urgent Action. Therefore, the only income for Room Hire so far in 2020/21 is £208.34. It is unlikely that any further income will be achieved in this current year.

<b>Income</b>	<b>Budget 2020/21 £</b>	<b>Income 2020/21 £</b>	<b>Expected Income £</b>	<b>Variance £</b>
Car Parking	4,500	-	4,500	(4,500)
Room Hire	12,610	1,500	4,203	(2,703)
Catering Income	1,000	-	567	(567)
Equipment hire	250	-	333	(333)
<b>Total</b>	<b>18,360</b>	<b>1,500</b>	<b>9,603</b>	<b>(8,103)</b>

### 3.5 Street Lighting

- 3.5.1 The street light maintenance agreement is paid in one lump at the year end. The 2019/20 agreement has just been paid and was £1,120.28.

### 3.6 Southfields Jubilee Centre

- 3.6.1 Expenditure is in line with expectations; there are no significant variances to report.
- 3.6.2 £903 has been spent on Building Maintenance from a £3,000 budget including repairs to the roof above the corridor.

### 3.7 Project 82 (Building Maintenance)

- 3.7.1 Nothing has been spent from this budget so far.

### 3.8 Museum (Building Maintenance)

- 3.8.1 Nothing has been spent from this budget so far.

3.9 Memorial Maintenance

3.9.1 This is a three-year contract and was renewed in March 2019. £1,800 is earmarked annually for the contract renewal.

3.10 Salaries

3.10.1 Agreement has been reached between the National Employers and the NJC Trade Union Side on rates of pay applicable from 1 April 2020. A 2.75% increase was agreed. The budget was set for a 2% increase in salaries. This results in an additional c.£5,000 (including on costs). It is expected this can be met from the £15,000 for staff cover that was earmarked at the end of 2019/20 which included maternity cover costs.

3.10.2 The NJC has also agreed that from 1 April 2020, minimum annual leave will increase from 21 to 22 days for employees with less than five years' service.

Peter Herbert  
**Town Clerk**

## LITTLEHAMPTON TOWN COUNCIL

## BUDGET REPORT 2020/21

## PROPERTY &amp; PERSONNEL COMMITTEE MEETING 7th September 2020

SERVICE		Actual I & E as at 27/08/20 £	Budget 2020/21 £
CENTRAL ADMIN & SUPPORT SERVICES	Expenditure Income	11,318 -	36,183 -
AMENITY TEAM (incl. Street Scene)	Expenditure Income	27,623 50	66,490 2,000
MANOR HOUSE	Expenditure Income	34,264 1,500	72,844 19,810
STREET LIGHTING	Expenditure Income	1,120 -	1,815 620
SOUTHFIELDS JUBILEE CENTRE	Expenditure	16,554	34,140
PROJECT 82 BUILDING MAINT	Expenditure	-	1,000
MUSEUM BUILDING MAINT	Expenditure	-	700
MEMORIAL MAINTENANCE	Expenditure	-	1,800

Total Expenditure 90,880 213,172

Total Income 1,550 22,430

Net Expenditure 89,330 190,742

ONLY THE PART OF THE BUDGET THAT P&P IS RESPONSIBLE FOR IS SHOWN  
FIGURES DO NOT INCLUDE SALARIES, RECHARGES FROM CENTRAL ADMIN, A TEAM  
OR MANOR HOUSE

In addition to the above budgeted expenditure the following has been spent from

Earmarked Reserves

Electric Van Rental 799.98

Mobile Phone A Team 169.87

969.85