



5 February 2013

Notice is hereby given that a **MEETING** of the **PROPERTY AND PERSONNEL COMMITTEE** will be held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 11 FEBRUARY 2013** at **6.30PM** to consider matters set out in the following Agenda

**Committee:** Cllrs Bowyer (Chair), Ayres,  
Belchamber MBE, Britton,  
Emberson, Long and Squires

**PETER HERBERT**  
Town Clerk

## **AGENDA**

2012/2013

1. **EVACUATION PROCEDURES**

2. **MOBILE PHONES**

Members and the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

3. **APOLOGIES**

4. **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

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

5. **MINUTES**

To confirm the Minutes of the meeting held on 14 January 2013, circulated herewith.

6. **PUBLIC FORUM**

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the committee should be given to the Clerk by noon of the day of the meeting.

7. **CHAIR'S REPORT AND URGENT ITEMS**

8. **OFFICER'S REPORT**

8.1 **Staff Sickness Report** – report attached

8.2 **Staff Re-grading Policy** – report attached

8.3 **Manor House Room Hire Charges** – report attached

8.4 **Local Government Pension Scheme Update** – attached

9. **FINANCE**

9.1 **Finance Report 2012/13** – attached

10. **MASTERPLAN – NORTH LITTLEHAMPTON**

11. **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.***

12. **EXEMPT MINUTES**

To confirm the Exempt Minutes of the meeting held on 14 January 2013 - **circulated herewith for Members of the Council only**

13. **OFFICER'S REPORT (EXEMPT)**

13.1 **Properties Update** – verbal report from the Town Clerk.

# LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 11<sup>th</sup> February 2013

Report by: The Town Clerk

Subject: Staff Sickness Report

## 1. Summary

- 1.1 Members are provided with the staff sickness records for the full years 2001-2012, and the first 3 quarters of 2012/13.

## 2. Recommendation

It is RECOMMENDED that the report be noted.

## 3. Staff Sickness Records

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

Year	1st Apr-30th	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	Target
2001/02	1.2%	1.4%	0.8%	3.4%	1.7%	3.5%
2002/03	0.8%	2.0%	2.4%	2.9%	2.0%	2.7%
2003/04	1.3%	2.0%	2.7%	1.8%	2.0%	2.0%
2004/05	1.0%	1.2%	2.6%	1.4%	1.6%	1.75%
2005/06	1.6%	1.1%	1.8%	1.9%	1.6%	1.5%
2006/07	1.3%	0.8%	2.2%	0.6%	1.3%	1.5%
2007/08	0.4%	0.75%	1.55%	0.63%	0.83%	1.4%
2008/09	1.09%	1.00%	1.17%	1.3%	1.14%	1.4%
2009/10	1.17%	1.07%	2.28%	1.67%	1.55%	N/A
2010/11	1.56%	2.4%	2.95%	1.95%	2.2%	N/A
2011/12	0.77%	1.35%	1.29%	1.56%	1.24%	N/A
2012/12	1.11%	0.38%	2.5%		1.33%	

- 3.2 The figures for Quarter 3 are unusually high, 13 members of staff took self-certificated sickness leave this equated to 37 days and 215 hours.

000006

3.3 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>
2007/08	0.2%	4.63%	6.19%	0	2.76%
2008/09	0.42%	0.27%	0.55%	0.49%	0.43%
2009/10	0.15%	0.37%	3.92%	1.76%	1.55%
2010/11	3.53%	0.66%	2.09%	0.37%	1.66%
2011/12	2.91%	0.32%	2.37%	0.82%	1.6%
2012/13	1.9%	1.02%	1.62%	1.5%	1.46%

3.4 In Quarter 3, 3 members of staff took certificated sickness leave this equated to 74 days and 139 hours. One member of staff is still on long term sick leave.

Peter Herbert  
Town Clerk

# LITTLEHAMPTON TOWN COUNCIL

**Non-Confidential**

**Committee:** Property and Personnel

**Date:** 11<sup>th</sup> February 2013

**Report by:** The Town Clerk

**Subject:** Grading Review & Appeals procedure

## **1. Summary & Background**

- 1.1 Whist using the Grading Review & Appeals procedure it was found to be in need of updating, attached as Appendix 1 is the revised version.
- 1.2 Members are asked to review the procedure and make comments to the Clerk.

## **2. Recommendation**

The Committee is RECOMMENDED to approve the attached Grading Review & Appeals procedure.

Peter Herbert  
Town Clerk

000003

# **Littlehampton Town Council**

## **Grading Review & Appeals Procedure**

### **Introduction**

Grading Review & Appeals Procedure for all Employees of Littlehampton Town Council covered by the National Joint Council.

### **Right to Review**

An employee has a right to request a review of the grade of his/her post if they believe an equivalent job elsewhere in the Council is more highly graded and paid, or if they believe the job responsibilities and duties have changed significantly since the grading was set in the past. If either of the above is believed to apply, the employee should discuss the matter with his/her line manager.

### **Procedure**

1. A request must be submitted to the employee's line manager who will inform the Town Clerk.
2. Within 3 weeks of the request being received and after discussion with The Town Clerk, the Line manager will meet the employee (and his/her representative if appropriate) with either The Finance & Resources Manager or The Assistant Town Clerk to discuss his/her request.
3. The rationale for the original grade and the method of determining the grade will be explained to the employee.
4. If the request is supported it will be recommended to The Town Clerk. If the Town Clerk is supportive then budget provision will be made and the Property & Personnel Committee and Policy and Finance Committee (regarding the budget) will be informed.
5. If the Town Clerk is not supportive then the employee will have the right to appeal to a panel consisting of 3 suitably qualified Councillors from the Property and Personnel Committee. The hearing will take place within 4 weeks of the Town Clerks decision.
6. The employee may be accompanied by a trade union representative or work colleague at all meetings.
7. Paperwork available for the hearing must consist of
  - An outline organisation chart relating to the employees working relationships
  - a case statement clearly outlining the employees case, highlighting comparisons with other jobs in the council
  - the job description and person specification

- a statement from the line manager supporting/not supporting the case with reasons.
8. The employee may make a short presentation, in support of his/her written statement submission. Following this presentation, the Panel may ask questions to clarify aspects of the employee's case. Management may then present their case and any counter arguments. The Panel may ask for clarification on any aspects of the management case. The employee and management should be given the opportunity to make closing statements with the employee speaking last.
  9. The Panel will then consider all the information and reach a decision.
  10. The employee will be informed in writing of the Panel's conclusion, no later than five working days after the hearing. There is no further right of appeal.
  11. If the appeal arises as a result of a major review of jobs within all or part of the Council, any change will be operative from the date the review was implemented.
  12. If the employee makes a request based on increased duties and responsibilities, any change will be operative from the date the request is submitted.
  13. If the regrade arises through a comparison to another post, then any change will be operative from the date on which the job evaluation takes place or the first of the month immediately following this.

#### Finance & Resources Manager & Assistant Town Clerk

14. As 1-13 above but the decision will need to be considered in the first instance by the Town Clerk who will make a recommendation to a panel of the Property and Personnel Committee, chaired by either the Chair or Vice Chair of that committee. Any appeal will be to a different panel of the Property and Personnel Committee, chaired by either the Chair or Vice Chair of that committee. The panel will be made up of different Members to the Members who made the original decision.

#### Town Clerk

15. In addition to within the organisation, consideration should be given to comparisons of similar local Councils.
16. As 1-13 above but the Town Clerk must submit his request to the Town Mayor. The request will then be considered in the first instance by the Town Mayor, Deputy Mayor and Chair or Vice Chair of the Property and Personnel Committee. Any appeal will be to a panel of the Property and Personnel Committee, chaired by either the Chair or Vice Chair of that committee. The panel will be made up of different Members to the Members who made the original decision.

## LITTLEHAMPTON TOWN COUNCIL

### Non-Confidential

**Committee:** Property & Personnel and Community Resources

**Date:** 11<sup>th</sup> February and 28<sup>th</sup> February 2013 respectively

**Report by:** Town Clerk

**Subject:** Manor House Room Hire Charges

#### 1. Summary

- 1.1 The purpose of this report is to review the existing room charges for the New Millennium Chamber, Gladden and Fleming Rooms in the Manor House and the room at Project 82 and propose that they remain static in 2013/14 to keep them in line with comparable facilities.
- 1.2 To consider the changes to the pricing of refreshments for the Manor House to reflect the current economic climate and to remain competitive.

#### 2. Recommendations

The Committee is **RECOMMENDED** to agree all room hire, refreshment and equipment hire charges as set out in Appendix 1 and 2.

#### 3. Background

- 3.1 A comparison survey has been carried out within the Arun area and due to the economic climate most charges are remaining static.
- 3.2 It is recommended that the room hire and equipment hire charges for the Manor House and Project 82 stay at the existing rate (excluding VAT) allowing the Council to remain competitive in the local market.
- 3.3 It is recommended that the refreshment charges for the Manor House are changed to £12.00 per flask (16 cups) of coffee and £10.00 per flask (16 cups) of tea. The current charge of £1.80 per cup is considered too expensive and refreshments are not being ordered. All prices are subject to VAT.
- 3.4 The proposed 2013/14 rates for the Manor House are as set out in Appendix 1 and for Project 82 in Appendix 2.

#### 4. VAT

- 4.1 Wedding hire is quoted as a VAT inclusive price and it is proposed to keep the charges the same for 2013/14.

Peter Herbert  
Town Clerk

000011



<b>LITTLEHAMPTON TOWN COUNCIL - MANOR HOUSE ROOM HIRE 2013/14</b>				
	<b>COMMERCIAL/PUBLIC SECTOR USERS</b>		<b>CHARITY/VOLUNTARY GROUPS</b>	
	<b>EXC VAT</b>	<b>INC VAT 20.0%</b>	<b>EXC VAT</b>	<b>INC VAT 20.0%</b>
<b><u>NEW MILLENNIUM CHAMBER</u></b>				
<b>Weekdays</b>				
09:00-17:00 hrs per hour	£30.00	£36.00	£23.00	£27.60
after 17:00hrs per hour	£50.00	£60.00	£40.50	£48.60
maximum charge (excl refreshments)	<b>£250.00</b>	<b>£300.00</b>	<b>£200.00</b>	<b>£240.00</b>
<b>Saturday</b>				
09:00-17:00 hrs per hour	£40.00	£48.00	£30.00	£36.00
after 17:00hrs per hour	£60.00	£72.00	£50.00	£60.00
maximum charge (excl refreshments)	<b>£300.00</b>	<b>£360.00</b>	<b>£250.00</b>	<b>£300.00</b>
<b>Sunday/Bank Hols</b>				
09:00-17:00 hrs per hour	£50.00	£60.00	£30.00	£36.00
after 17:00hrs per hour	£80.00	£96.00	£50.00	£60.00
maximum charge (excl refreshments)	<b>£400.00</b>	<b>£480.00</b>	<b>£350.00</b>	<b>£420.00</b>
<b>Minimum Hire</b>	<b>2hrs.</b>		<b>2hrs</b>	
<b><u>FLEMING &amp; GLADDEN ROOMS</u></b>				
09:00-17:00 hrs per hour	£15.50	£18.60	£12.50	£15.00
after 17:00hrs per hour	£22.00	£26.40	£18.00	£21.60
<b><u>Refreshments</u></b>				
Flask Coffee (16 cups)	£12.00	£14.40	£12.00	£14.40
Flask Tea (16 cups)	£10.00	£12.00	£10.00	£12.00
<b><u>Weddings</u></b>				
Weekdays & Saturdays		£300.00		
Sundays/Bank holidays		£350.00		
<b><u>Equipment</u></b>				
Screen	£5.00	£6.00	£5.00	£6.00
TV/Video/DVD/Screen	£10.00	£12.00	£10.00	£12.00
Powerpoint Projector/Screen	£10.00	£12.00	£10.00	£12.00
Flip Chart (pens & paper)	£5.00	£6.00	£5.00	£6.00
Laptop	£15.00	£18.00	£15.00	£18.00
All Equipment	£30.00	£36.00	£30.00	£36.00

**Fees from 31st March 2013 - 31st March 2014**

**LITTLEHAMPTON TOWN COUNCIL  
PROJECT 82 ROOM HIRE 2013/2014**

	CHARGE PER HOUR	
	Room Hire	Additional Computer Room Hire
COMMERCIAL	£23.50	£11.25
PUBLIC SECTOR / LOCAL COMMERCIAL ARTS & SPORTS GROUPS/ CHILDRENS PARTIES	£11.75	£5.60
VOLUNTARY/ LOCAL GROUPS/ LOCAL CHARITIES/ NON COMMERCIAL	£8.10	£2.35

Public Sector and Commercial should all have their own Public Liability Insurance but we do need to see and keep a copy of the Certificate.

# sixty seconds

news summary

January 2013

## Consultation on draft Local Government Pension Scheme Regulations 2013

On 21 December 2012, the Department of Communities & Local Government (CLG) published its long awaited statutory consultation on draft Local Government Pension Scheme Regulations for the new scheme in England & Wales. This first set of draft Regulations covers membership, contributions and benefits and related administration issues and is due to come into force on 1 April 2014.

The Government is still discussing other aspects of the scheme design with employers and trades unions covering governance, cost control (some potential features of a proposed cost control mechanism are set out in an Appendix to the consultation document) and remaining scheme administration issues. As a result further, separate, consultations are expected in early 2013 covering these outstanding items, together with provisions on transitional protections and compatibility with the Public Service Pensions Bill (the Bill). While not specifically a consolidation exercise the Government is taking the opportunity to have one main set of Regulations in place for the new scheme.

### General comment

As Fund actuaries we require the necessary new scheme regulations to be in place in sufficient time to allow us to carry out the 2013 actuarial valuations. The valuation should be based on scheme benefits defined in regulation rather than on possible or expected future changes. To help achieve this tight deadline the consultation period in respect of this first consultation exercise will only last 7 weeks with responses due back to CLG by 8 February 2013.

Unfortunately perhaps this does mean that a lot of useful and important detail for pension managers is missing at the present time, particularly in relation to definitions and the transitional arrangements between the current and the new scheme. With a number of new terms still to be defined (such as 'index rate adjustment', 'pensions account', 'revaluation adjustment' etc.), and at least one further consultation exercise to come, this may create difficulties for some in responding to the current consultation on incomplete draft regulations.

### What do we have?

The high level features of the new scheme have been known for some time now and there is nothing in this first consultation that appears to change that.

- CARE scheme with a 49<sup>th</sup> accrual.
- Survivor benefits, on a similar CARE basis, based on a 160<sup>th</sup> accrual.
- the new contribution rate table is confirmed, although we believe this should be updated by 2014 to ensure the average employee contribution remains at 6.5% of payroll.
- Pensionable pay range to be increased in line with CPI each year (the effect of promotional increases could well push people into higher bands as a result, albeit that is also the case now).


 Consultation on draft Local Government Pension Scheme Regulations 2013

- The creation of separate 'accounts' in respect of individual active, deferred and pensioner membership, as well as separate 'accounts' for survivor benefits.
- 50/50 option (presented as temporary reduction in contributions) will automatically cancel at auto-enrolment date (or re-enrolment date) or on sick leave. Employers will be obliged to inform members of the impact of this option on future pension accrual. CLG may also be keen to ensure that "high earners" do not use this option as a way of avoiding annual or lifetime allowance tax charges.
- The removal of the distinction between transferee and community admission bodies (although we expect such terminology to remain in common use for some time to come).
- The cost of the Rule of 85 to be re-invested into better scheme design at end of spreading period, although it appears unclear how this will impact the overall cost envelope of the scheme.

However, at a detailed level there appears much work is still required on the mechanics of how some of the CARE provisions will work in practice, much of which may well be part of the later consultation exercises.

#### Cost control

In order to keep the new scheme affordable and sustainable, a new cost control mechanism is being introduced. While not specifically included within the draft regulations this first consultation does include a separate document on an LGPS cost control mechanism that provides more detail on how discussions between the various stakeholders are developing. Formal consultation on cost control will be part of the consultation on the second set of draft regulations. From an actuarial perspective it will not be necessary to have this mechanism finalised before the 2013 actuarial valuations. In our view, there will be no impact until there are actual changes to benefits and/or contributions, which we would expect to be effective from future valuation exercises.

More detail on the cost control mechanism will follow in a separate briefing.

#### Conclusion

From an actuarial viewpoint we have had enough detail on the high level features to cost the new scheme already. In our view this consultation doesn't change that; what is important is that the regulations can be in place in sufficient time that we can base the 2013 valuation on the new scheme contribution, membership and benefit structure.

From a pension manager perspective we appreciate that a lot of important detail remains to be confirmed, not least the transitional arrangements between the current and new schemes. While the intention appears to be that there will be a single, consolidated set of LGPS Regulations, arriving at this point via two (if not three) separate consultation exercises may well be of concern to many. As a result it looks as if uncertainty on the detailed final design of the LGPS in its totality will remain for many months to come. This will make the implementation of the new scheme by April 2014 an even more challenging exercise for pension managers.

# LITTLEHAMPTON TOWN COUNCIL

## Non-Confidential

**Committee:** Property and Personnel

**Date:** 11<sup>th</sup> February 2013

**Report by:** Town Clerk

**Subject:** Finance Report 2012/13

### 1. Summary

1.1 This report highlights any significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee's budget for 2012/13. Actual figures are shown in Appendix 1.

### 2. Recommendations

The Committee is RECOMMENDED to note the report.

### 3. Background

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 Expenditure is in line with expectations.

#### 3.3 Town Centre Management

3.3.1 There are no significant variances to report. There has been no expenditure on Clock and memorial Maintenance.

#### 3.4 Amenity Team

3.4.1 There are no significant variances to report.

3.4.2 A new tipper has been purchased for £18,403 and £3,600 has been received for the trade of the old vehicle.

3.4.3 £5,000 has been received from WSCC towards graffiti removal.

#### 3.5 Manor House

3.5.1 All room hire income is below target for the time of year. (See table below). This is the subject of another report on this agenda.

	<b>Income 2012/13 £</b>	<b>Budget 2012/13 £</b>
Room Hire	6,956	10,000
Catering Income	504	2,600
Equipment hire	162	500
<b>Total</b>	<b>7,622</b>	<b>13,100</b>

3.5.2 As previously reported, expenditure on Manor House buildings is £5,000 over the £5,000 budget. This can be met from earmarked reserves that were set up for this purpose.

3.6 Street Lighting

3.6.1 There are no significant variances to report; the annual invoice for lighting contract maintenance (£1,000) has yet to be received.

3.7 Toilets

3.7.1 The invoice from ADC will be received in March 2013.

3.8 Dairy (Building Maintenance) and Office Rent

3.8.1 Expenditure is in line with expectations.

3.8.2 Office rent is received in advance of the period of tenancy and is the year end figure.

3.9 Project 82 (Building Maintenance)

3.9.1 Expenditure is in line with expectations.

3.10 Southfields Jubilee Centre

3.10.1 £287,461 has been spent from earmarked reserves.

3.11 Church Street

3.11.1 £2,122 has been spent from earmarked reserves on premises surveys.

Peter Herbert  
**Town Clerk**

**LITTLEHAMPTON TOWN COUNCIL**  
**BUDGET REPORT 2012/13**  
**PROPERTY & PERSONNEL COMMITTEE MEETING 11th February**

SERVICE		Actual I & E as at 30/01/13	Budget 2012/13	Projected budget 2012/13	Variance from Projected Budget
		£	£	£	£
CENTRAL ADMIN & SUPPORT SERVICES*	Expenditure	19,401	25,400	21,167	(1,766)
	Income	-	-	-	-
TOWN CENTRE MANAGEMENT*	Expenditure	52	320	267	(215)
	Income	-	-	-	-
AMENITY TEAM (incl. Street Scene)	Expenditure	92,962	116,685	97,238	(4,276)
	Income	9,995	2,500	2,083	7,912
MANOR HOUSE	Expenditure	51,352	60,505	50,421	931
	Income	7,622	13,100	10,917	(3,295)
STREET LIGHTING	Expenditure	1,516	3,130	2,608	(1,092)
	Income	-	-	-	-
TOILETS	Expenditure	497	40,000	33,333	(32,836)
	Income	-	-	-	-
DAIRY BUILDING MAINTENANCE*	Expenditure	2,968	3,000	2,500	468
OFFICE RENT	Income	23,642	28,700	23,917	(275)
PROJECT 82 BUILDING MAINTENANCE*	Expenditure	613	1,500	1,250	(637)
SOUTHFIELDS JUBILEE CENTRE*	Expenditure	167,373	42,310	35,258	-
	Income	-	-	-	-
CHURCH STREET*	Expenditure	2,122	-	-	-
<b>Total Expenditure</b>		<b>338,856</b>	<b>292,850</b>	<b>244,042</b>	<b>(39,422)</b>
<b>Total Income</b>		<b>41,259</b>	<b>44,300</b>	<b>36,917</b>	<b>4,342</b>
<b>Net Expenditure</b>		<b>297,597</b>	<b>248,550</b>	<b>207,125</b>	<b>(43,765)</b>

\*ONLY THE PART OF THE BUDGET THAT P&P IS RESPONSIBLE FOR IS SHOWN

FIGURES DO NOT INCLUDE

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

	£
Building Maintenance Dairy	7,690
capital costs SJC	287,461
Training	700
A Team Vehicle	14,000
Building Maintenance MH	5,022
	<u>314,873</u>

000018