



30 August 2011

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 **TUESDAY 6 SEPTEMBER 2011** at **6.30PM** to consider matters set out in the following Agenda

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

PETER HERBERT
Town Clerk

AGENDA

2011/2012

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 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 personal interest and the nature of the interest
- (c) whether it is also a prejudicial interest
- (d) 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 6 June 2011, 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 **Recruitment of Ex-Offenders Policy & CRB Checks** – report attached

8.2 **Staff Sickness Report** - attached

9. **FINANCE**

9.1 **Finance Report 2011/12** - 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. **OFFICERS' REPORTS (CONFIDENTIAL)**

12.1 **Youth Services/Project 82 - report herewith for Members of the Council only.**

13. **Church Street Offices/Community Centre – report herewith for Members of the Council only.**

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 6th September 2011

Report by: The Town Clerk

Subject: Recruitment of Ex-Offenders Policy & CRB Checks

1. Summary

- 1.1 The Council is required to have a Recruitment of Ex-Offenders Policy as an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust.
- 1.2 The policy is attached as Appendix 1.
- 1.3 The Councils Recruitment Policy which was approved in 2010 does not have a section on the recruitment of ex offenders or dealing with posts that require a Criminal Records Bureau (CRB) disclosure. Attached as Appendix 2 is an addition to this policy to include these sections.

2. Recommendation

The Committee is **RECOMMENDED** to

- (1) approve the attached Recruitment of Ex-Offenders Policy.
- (2) Approve the addition to the Recruitment and Selection Policy 2010.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Recruitment of Ex-Offenders Policy

1. Introduction

- 1.1 The Council is required to have a Recruitment of Ex-Offenders Policy as an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust.
- 1.2 This is our policy on the recruitment of ex-offenders, and this document will be made available to all Disclosure applicants at the outset of the recruitment process, or at any other time, upon request.

2. Policy

- 2.1 The Town Council will undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- 2.2 We are committed to the fair treatment of all our staff and potential staff regardless of any offending background.
- 2.3 We actively promote equality of opportunity for all with the right mix of talent, skills and potential and we welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for employment on their skills, qualifications and experience, as set out in our person specifications.
- 2.4 A Disclosure is only requested after careful consideration has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is to be required, job adverts and recruitment briefs will contain a statement to that effect.
- 2.5 Where a Disclosure is to form part of the appointment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. This information will only be known to those who need to see it as part of the process.
- 2.6 Where the nature of the position does not allow us to ask questions about the entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974. The Disclosure process will be used, as suggested here, where thought appropriate.
- 2.7 We ensure that all those who are involved in the recruitment and selection process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received

appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

- 2.8 At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 2.9 We make every subject of a CRB Disclosure aware of the existence of relevant information available on the CRB website. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. **Having a criminal record will not necessarily bar people from working with us.** This will depend on the nature of the position and the circumstances and background of offences.

Addition to Recruitment Selection Policy 2010

11. Posts requiring a Criminal Records Bureau Disclosure (CRB)

- 11.1 Littlehampton Town Council are familiar with, and follow, the CRB's Code of Practice. (Details can be found at <http://www.direct.gov.uk/crb>).
- 11.2 A CRB Disclosure can only be applied for if the position is included in the list of offices, employments, work and occupations that are known as the exceptions to the Rehabilitation of Offenders Act 1974. The exempted jobs are listed at <http://www.businesslink.gov.uk/crb> .
- 11.3 A Disclosure should only be asked for when the job/role is one where, within the law, the exempted question ("have you been convicted by any court?") can be asked. The obligation for the member of staff/ interviewee to reveal convictions only arises if the question is asked.
- 11.4 The Town Council will make all applicants aware at the start of the recruitment process, in the advert and application pack, that appointment to the job/role for which they are applying is subject to a satisfactory CRB Disclosure and at what level. i.e. standard or enhanced.
- 11.5 The Town Council will make all those for whom a Disclosure is required aware of the CRB's Code of Practice, and give them access to it if they request that.
- 11.6 All applicants are made aware of the Council's Recruitment of Ex-Offenders Policy. Included in recruitment documentation is a statement that a criminal record will not *necessarily* be a bar to appointment and any disclosure will be used fairly.
- 11.7 The Town Council has a Policy on the secure storage, handling and retention and eventual disposal of all information concerning applicants, recruits and employees.
- 11.8 Where an Enhanced Disclosure reveals "additional information", in no circumstances will this information be divulged to an applicant.
- 11.9 The Finance & Resources Manager will be the nominated person and will verify the identity of the person on whose behalf the Disclosure Application is made, as required by the CRB.
- 11.10 The Disclosure will be obtained by an Umbrella body e.g. South East Employers, who will discuss the resulting Disclosure, over the telephone or by email if the disclosure shows no records, with the nominated person only. The umbrella body will then retain the Disclosure, destroying this after six months. The Council's records will be confined to a note of the date of the conversation or email on the employee's personal file.

11.11 New appointments to the following posts and all posts that involve working or coming into contact with Children or vulnerable adults will be subject to CRB Checking.

Position	Level	Reason	Will the appointment proceed in advance of receiving the CRB check
Town Clerk	Standard	In a position of trust.	Yes, small part of role
Finance & Resources Manager	Standard	In a position of trust. Working with cash, bank and general finance	Yes, small part of role
Services Manager	Enhanced	Working with Children at events & project 82	Yes, small part of role
Community Resources Officer	Enhanced	Working with Children at events and in the community	Yes, small part of role
Events & Tourism Officer	Enhanced	Working with Children at events	Yes, small part of role
Museum Curator	Enhanced	Museum get crafty events, education and outreach, school visits	Yes, small part of role
Archives & Exhibition Officer	Enhanced	Museum get crafty events education and outreach, school visits	Yes, small part of role
Museum Assistant Saturday	Enhanced	Museum get crafty events education and outreach, school visits	Yes, small part of role
Museum Volunteers	Enhanced	Museum get crafty events education and outreach, school visits.	Yes, small part of role. All volunteers will not require a check.
Amenity Team	Enhanced	Working at events and in a children's playground	Yes, small part of role
Project 82 all staff & Volunteers	Enhanced	Youth work	Yes but supervised

12. Recruitment of ex offenders

12.1 See the Councils Policy on Recruitment of Ex- offenders

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 6th September 2011

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 2001-2011 and quarter 1 of 2011/12

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.

3.2 7 members of staff took self-certificated sickness leave this equates to 13.5 days and 68.7 hours.

3.3 This figure is the lowest it has been for the first quarter of the year since 2007.

Year	1st Apr-30th un	1 st Jul-30 th Sep	1 st Oct-31 st Dec	1 st Jan-31 st 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%					

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

3.5 2 members of staff took certificated sickness leave this equates to 37 days and 259.5 hours.

3.6 Although still relatively high it is pleasing that this figure is also lower than the comparable quarter in the previous year.

Year	1st Apr- 30th Jun	1st Jul- 30th Sep	1st Oct- 31st Dec	1st Jan- 31st Mar	Average
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%				

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 6th September 2011

Report by: Town Clerk

Subject: Finance Report 2011/12

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 2011/12.
- 1.2 Actual figures are shown in Appendix 1.
- 1.3 The layout of the budget report has been changed and includes a projected (proportional to the time of year) budget and how expenditure to date varies from this projected budget.
- 1.4 Comments from the Internal Audit Report relevant to this Committee are included in section 3.11.

2. Recommendations

The Committee is **RECOMMENDED** to

- (1) Comment on the revised layout of the budget report
- (2) otherwise, 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. This will also affect the value of some of the projected budgets.
- 3.2 Central Administration & Support Services
 - 3.2.1 There are no significant variances to report
- 3.3 Town Centre Management
 - 3.3.1 There are no significant variances to report
- 3.4 Amenity Team
 - 3.4.1 The budget for WSCC contribution to street scene was set at £10,000. WSCC have only agreed to pay £5,000 and this was unknown at the time the budget was set.
 - 3.4.2 £4,000 of A Team income is an internal budget transfer from Town Centre Initiatives and this is the annual figure.
 - 3.4.3 Very little has been spent (£186) of the street scene expenditure budget (£3,500).
 - 3.4.4 Proportionate to the time of year very little has been spent on vehicles, tools equipment and their maintenance.

3.5 Manor House

3.5.1 To date room bookings have been higher than last year and are ahead of target for the time of year. (see table below).

	Income 2011/12 £	Budget 2011/12 £
Room Hire	3,530	10,000
Catering Income	718	2,500
Equipment hire	192	500
Total	4,440	13,000

3.5.2 The projected budget is affected by the loan payment of £13,000pa of which ½ is payable in September.

3.6 Street Lighting

3.6.1 The projected budget is affected by the loan payment of £6,490 pa of which ½ is payable in September.

3.7 Toilets

3.7.1 Spent in line with expectations. The main expenditure on this budget (payment to ADC for the SFA) will be spent in March.

3.8 Dairy (Building Maintenance) and Office Rent

3.8.1 The dairy building maintenance budget is overspent due to the work required on the water pipe system, £1,950 and a new swing gate being installed, £1,340. This has been offset by income received from tenants back dated water bills and refunds from Southern Water.

3.8.2 Office rent is received in advance of the period of tenancy.

3.9 Project 82 (Building Maintenance)

3.9.1 Expenditure is in line with expectations

3.10 Budget Report Layout

3.10.1 Members are asked to comment on the inclusion of a projected budget and variance from projected budget columns in the budget report. Is it something that Members find useful?

3.11 Internal Audit

3.11.1 As part of the Strategic Internal Audit Plan the A Team has been audited.

3.11.2 The auditor offered no recommendations but commented that the administration runs smoothly with a lot of trust.

3.11.3 Officers plan to carry out spot checks on the work of the A team, to increase internal control. This was endorsed by the Audit Committee.

3.11.4 Areas covered by internal audit in 2011/12 will be Room Bookings and Performance Indicators.

Peter Herbert
Town Clerk

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LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2011/12

PROPERTY & PERSONNEL COMMITTEE MEETING 6th September 2011

SERVICE		Actual I & E as at 22/08/11 £	Budget 2011/12 £	Projected budget 2011/12 £	Variance from Projected Budget £
CENTRAL ADMIN & SUPPORT SERVICES*	Expenditure Income	11,054 -	27,030 -	11,263 -	(209) -
TOWN CENTRE MANAGEMENT*	Expenditure Income	17 162	450 -	188 -	(171) 162
AMENITY TEAM (incl. Street Scene)	Expenditure Income	31,086 9,515	100,825 14,000	42,010 5,833	(10,924) 3,682
MANOR HOUSE	Expenditure Income	15,975 4,440	63,110 13,000	26,296 5,417	(10,321) (977)
STREET LIGHTING	Expenditure Income	542 -	9,485 -	3,952 -	(3,410) -
TOILETS	Expenditure Income	199 -	40,105 -	16,710 -	(16,511) -
DAIRY BUILDING MAINTENANCE	Expenditure	3,958	3,000	1,250	2,708
CHURCH STREET OFFICE RENT	Income	16,462	28,210	11,754	4,708
PROJECT 82 BUILDING MAINTENANCE	Expenditure Income	322 -	1,750 -	729 -	(407) -
Total Expenditure		63,153	245,755	102,398	(39,245)
Total Income		30,579	55,210	23,004	7,575
Net Expenditure		32,574	190,545	79,394	(46,820)

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

FIGURES DO NOT INCLUDE RECHARGES FROM CENTRAL ADMIN, A TEAM OR MANOR HOUSE