



WOODBIDGE TOWN COUNCIL

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP

Locum Town Clerk: Mr G E Diaper

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TO MEMBERS OF THE STAFFING COMMITTEE

Cllr Bale	Cllr O’Nolan
Cllr Lady Blois	Cllr Page
Cllr Gillard	Cllr Rawlings
Cllr Holdcroft	Cllr Sutton
Cllr Miller	Cllr Walsh

You are hereby summoned to attend the **MEETING** of the **STAFFING COMMITTEE** to be held at **ST MARY’S CHURCH** on: **TUESDAY 29TH JUNE 2021 at 5pm**

Greg Diaper
Locum Town Clerk
24th June 2021

Public Attendance

Members of the public and press are welcome to join this meeting. Members of the public will be invited to give their views/questions the Town Council on issues on the agenda or raise issues for consideration or inclusion at future meetings. This item will be limited to fifteen minutes duration but may be extended at the discretion of the Mayor.

AGENDA

- 1. TO ELECT A CHAIR OF COMMITTEE FOR 2021/2022**
- 2. TO ELECT A VICE-CHAIR OF COMMITTEE FOR 2021/2022**
- 3. APOLOGIES**
To receive apologies for absence.
- 4. TO RECEIVE DECLARATIONS OF INTEREST**
Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to

items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

5. TO CONSIDER REQUEST FOR DISPENSATIONS

Councillors with a Pecuniary Interest in an item on this Agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

6. TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD 6TH APRIL 2021

7. TO NOTE AND COMMENT AS APPROPRIATE ON AMENDMENTS TO THE LGPS 2013 ACT REGULATIONS WHICH CAME INTO FORCE ON 22 SEPTEMBER 2020 - ATTACHED

8. TO AGREE THE PERSON SPECIFICATION AND ADVERTISEMENT FOR THE PERMANENT TOWN CLERK POSITION – CIRCULATED SEPERATELY

9. TO NOTE AND AGREE THE UPDATED TOWN CLERK CONTRACT TERMS AS ADVISED BY BIRKETTS – CIRCULATED SEPERATELY

10. CLOSURE

WOODBIDGE TOWN COUNCIL

Minutes of an **on-line** meeting of the **STAFFING COMMITTEE** held on **TUESDAY 6TH APRIL 2021** at **4pm**

Councillors:

Present: S Bale, P Gillard (except item -1000-1004) G Holdcroft, S Miller (except items 1000-1002), E O’Nolan, S Rawlings and M Sutton

Apologies: C Walsh

Absent without
Apologies: Lady C Blois

In Attendance: Locum Deputy Town Clerk

Action

1000. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Walsh.

1001. TO RECEIVE DECLARATIONS OF INTEREST

No Members declared any interest in matters on the agenda.

1002. TO CONSIDER REQUEST FOR DISPENSATIONS

There were no requests from Councillors for a dispensation.

1003. TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD 5TH AUGUST 2020

The Committee received and approved the signing of the minutes of the meeting held 5th August 2020 as a true record.

1004. TO AGREE THE PROCESS AND PROCEDURE FOR THE RECRUITMENT OF THE PERMANENT TOWN CLERK WHEN COVID RESTRICTIONS PERMIT INTERVIEWS IN PERSON

The Committee made some amendments to the process and procedure for the recruitment of the permanent Town Clerk when covid restrictions permit interviews in person, which are shown as Appendix A to these minutes. The Committee agreed that for the Town Clerk position the independent co-ordinator

should be Gordon Mussett and that the interview panel should comprise Councillors Bale, Gillard and Miller with Gordon Mussett as an advisor.

1005. TO AGREE TO MAKE AN EX-GRATIA AWARD OF £30 GIFT VOUCHERS TO THE DEPUTY TOWN CLERK, FINANCE ASSISTANT AND SECRETARY

The Committee agreed to make an ex-gratia award of £50 gift vouchers to the Deputy Town Clerk, Finance Assistant and Secretary.

1006. TO INITIATE A REVIEW INTO THE FUTURE MANAGEMENT OF THE COUNCIL'S ESTATE

The Committee agreed to initiate a review into the future management of the Council's estate.

1007. TO RECEIVE AN UPDATE ON THE 2021 PAY AWARD AND PENSION CONTRIBUTIONS

The Committee noted the update on the 2021 pay award and pension contributions.

1008. TO EXCLUDE THE PUBLIC AND PRESS FROM THE REMAINDER OF THE MEETING IN ACCORD WITH THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 BECAUSE OF THE CONFIDENTIAL INFORMATION BEING DISCUSSED

The Committee agreed to exclude the public and press from the remainder of the meeting in accord with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.

1009. TO NOTE AND AGREE TRAINING NEEDS IDENTIFIED DURING THE APPRAISAL PROCESS

The Committee noted and agreed to fund the training needs identified during the appraisal process.

1010. TO CONFIRM THE TERMS AND CONDITIONS OF A FUTURE TOWN CLERK

The Committee confirmed the terms and conditions of a future Town Clerk appointment, agreed the changes to the Model Contract and agreed its approval by Birketts before issue. The Committee noted the basis for the calculation of the Clerk's pay.

1011. TO NOTE THE ADDITIONAL MEASURES BEING INTRODUCED TO ENSURE THAT THE TOWN CLERK RECRUITMENT PROCESS IS BOTH FAIR BUT ROBUST

The Committee noted and agreed the additional measures being introduced to ensure that the Town Clerk recruitment process is both fair but robust.

1012. CLOSURE

The meeting was closed at 5.24pm.

Councillor Bale
Chair

DRAFT

ITEM 7

TO NOTE AND COMMENT AS APPROPRIATE ON AMENDMENTS TO THE LGPS 2013 ACT REGULATIONS WHICH CAME INTO FORCE ON 22 SEPTEMBER 2020

The Suffolk Pension Fund Committee at its meeting on 22 March 2021 reviewed the amendments to the LGPS 2013 Act regulations which came into force on 22 September 2020. To implement these amended regulations the Fund is required to set out its policy in the Funding Strategy Statement and in order to do this, the Fund must consult with the employers in the Fund regarding the amendments.

What is the Funding Strategy Statement

The Funding Strategy Statement sets out the Fund's approach to meeting its liabilities which includes how liabilities are measured and how these liabilities are funded. The current Funding Strategy Statement was approved by the Committee in February 2020 after consultation, as part of the formal valuation exercise. The Funding Strategy Statement is published on the Fund's website and can be viewed by clicking on this link [suffolk-funding-strategy-statement-2019.pdf \(suffolkpensionfund.org\)](https://www.suffolkpensionfund.org/suffolk-funding-strategy-statement-2019.pdf).

Background to the new regulations

In August 2020, the Government issued a partial response to the consultation held on policy proposals to amend the Local Government Pension Scheme 2013 Act regulations. New regulations came into force on 23 September 2020 providing employers with flexibility on meeting exit payments and administering authority the flexibility to review employer contributions between valuations. Government consulted on the appropriate guidance for these new powers, working with the Scheme Advisory Board and CIPFA to develop guidance, taking account of the consultation responses. On 2 March 2021 MHCLG published statutory guidance to assist LGPS administering authorities and scheme employers in implementing and operating the regulations on employer flexibilities introduced in September 2020.

What are the new regulations

The new regulations are known as Employer Flexibilities, which will allow the Suffolk Pension Fund to review the contribution rates between formal valuations, agree payment plans with Employers who cease being members of the scheme and allow the Fund to have deferred employers as an alternative to paying an exit payment when ceasing to be a member of the Fund. The flexibilities are options that are open to all employers, however, the use of these provisions are ultimately at the discretion of the Administering Authority of each fund.

The main points are:

A review of contribution rates between formal valuations due to significant changes to the liabilities, significant changes in covenant or if an employer requests it.

A review can be prompted by the Authority's own monitoring processes or as a result of an application from an employer but should not be carried out as a result of changes in wider economic or demographic conditions.

The review must align with one of two criteria set out in the regulations, that there is a significant change in the liabilities arising or likely to arise or a significant change in the ability of the employer to meet its obligations in the Fund.

In all cases the justification for a review should be that the change that has occurred is likely to have a material impact (up or down) on the contributions required in order to achieve or maintain full funding.

This will enable the Fund to respond to circumstances where the employer's liabilities substantially reduce or increase, or where an employer's financial strength weakens materially .

The administering authority will be able to agree payment plans when employers have exit debts.

This will allow employers to exit the Fund but defer the exit payment and to pay this off over time. This enables employers to reduce their liabilities without risking insolvency or having a substantial impact on their operations caused by a large exit payment. The period over which the payment of the exit debt can be spread must be reasonable as determined by the Fund.

The introduction of a deferred employer status allowing an employer to remain in a fund even if their last active member leaves whereas current regulations require a cessation to be triggered.

This will allow employers to remain in the fund without any active members and defer the exit payment. They will continue to pay an appropriate level of contributions as determined by subsequent actuarial valuations.

These flexibilities have been incorporated as an amendment to the Funding Strategy Statement by Hymans Robertson, and these amendments have been set out in the attachment to this email.

Consultation

The Pension Fund committee is keen that employers engage in this process and welcome comments from the Council on the proposed amendments to the Funding Strategy Statement as set out above.

These proposals are both reasonable and welcomed and **members are recommended to support them.**

ITEM 8

TO AGREE THE PERSON SPECIFICATION AND ADVERTISEMENT FOR THE PERMANENT TOWN CLERK POSITION

The draft advertisement and application pack have been circulated as a separate document.

Members are to review, agree any changes and approve the placing of the advertisement.

ITEM 9

TO NOTE AND AGREE THE UPDATED TOWN CLERK CONTRACT TERMS AS ADVISED BY BIRKETTS

The updated contract has been circulated as a separate document.

Members are to review and agree the changes to the Town Clerk contract as advised by Birketts