



Desborough Town Council
Town Clerk: Graham Thomson
High Street, Desborough, NN14 2QS
01536 628816 clerk@desboroughtowncouncil.gov.uk

To: All Town Councillors

You are hereby summoned to attend the Meeting of Desborough Town Council to be held in the Library, High Street, Desborough on Thursday 19 September 2019, commencing at 7pm for the purpose of transacting the following business. Members of the press and public are invited to attend.

Signed,

Graham Thomson
Town Clerk

13 September 2019

AGENDA

- 67./19 Chair's welcome and announcements.**
- 68./19 To consider and if so resolved to approve apologies for absence.**
- 69./19 To note any declarations of interest from Councillors.**
- 70./19 To note or consider any requests for dispensation.**
To note any requests for dispensation for Councillors with an interest to be allowed to speak which have been considered by the Town Clerk in accordance with the Localism Act 2011 and the Council's Scheme of Delegation, and to consider any such applications not yet determined.
- 71./19 To receive and approve the minutes of the meeting held on 18 July 2019**
- 72./19 To receive and approve the minutes of the meeting held on 25 July 2019**
- 73./19 To hear representations from Members of the Public**
Note: no decisions can be made in response to matters raised under this item.
- 74./19 To consider the report of Kettering Borough Council's Monitoring Officer into the alleged breaches of the Councillors Code of Conduct and the recommendations of Kettering Borough Council's Statutory Officers Group for sanctions in relation to the complaints into the alleged breaches of the Councillors Code of Conduct**
The report of Kettering Borough Council's Monitoring Officer into the complaint of alleged breaches of the Councillors Code of Conduct is set out at Appendix A. The recommendations of Kettering Borough Council's Statutory Officers Group in relation to sanctions which it considers appropriate are set out in the letter from the Monitoring Officer at Appendix B (summarised below):
- "a breach of the code has been found on two of the points in the original complaint. All the councillors concerned have accepted the report and that they breached the code.*
- "In these circumstances, the Council's internal Statutory Officers Group (SOG) determined today that a local resolution was appropriate and to that end, I am setting out what we require the Town Council and the affected members to do to bring the matter to a close.*
- "1. The full report should be placed on the agenda of the next meeting of the Town Council, in public session.*
- "2. The members named in the report should, at the meeting, each apologise for their failure to declare their interests and for their failure to do so in a timely manner and accept that they breached the code in not doing so.*
- "3. In addition, we recommend that The Council should cancel the dispensation provided to members who are library trustees and expect in future that members who are trustees should withdraw from the meeting when issues concerning the funding or management of the library are to be debated.*
- "This last point might suggest the dispensation was improperly applied in the first place; it was not, but it is considered necessary, in the light of the findings of the report, to "clean the slate" on this matter and be clear that a conflict of interest applies and this takes precedent (sic) over considerations of political balance on the Council."*

The Council is REQUESTED to consider the matter.

75./19 **Town Council Vacancy**

As Members will know, Cllr McElhinney resigned as a Town Councillor. The vacancy in the office of Councillor for the Loatland Ward of the Town Council was advertised in accordance with Section 87 of the Local Government Act 1972.

A request for a by-election was called by ten electors for the Ward. The matter now rests with the Borough Council to determine the date of the by-election and make all the other arrangements. The Town Council should be informed of the outcome following the by-election.

76./19 **To consider any response to the Construction Management Plan for the Persimmon Homes Ltd proposed development at Land at Rothwell North**

The Council has been consulted on the latest version of the proposed construction management plan (CMP) for the development known as Rothwell North. The CMP contains the expected items such as Health and Safety, restrictions to deliveries, times of operation, phasing of works, traffic management, and environmental considerations.

From concerns raised over the last year or so the following are of particular note:-

- a) the provision of an electricity supply from Desborough which is the closest point that has sufficient capacity for the proposed scheme;
- b) reinforcement works to the foul water system which will not only provide a foul sewer outfall from the proposed development but will also contribute to betterment of the existing foul drainage network;
- c) where possible the most disruptive elements of the works will be undertaken during school holidays or outside of peak times;
- d) the site and management team contacts will be shared directly with the key stakeholders and neighbours (KBC, DTC, Rothwell TC, Rothwell Medical Centre, Montsaye School, and Rothwell North Working Party) prior to commencement of work on site and will be kept up to date;
- e) an electronic newsletter, via email, will be established to enable regular updates on offsite works;
- f) working hours are limited to: 0800 – 1800 hrs Monday to Friday, 0800 - 1200 hrs on Saturdays, with no working on Sundays or Bank Holidays;
- g) site deliveries and staff arrivals will be allowed between 0700 – 1800 hrs Monday to Friday, 0730 – 1200 hrs on Saturdays. This is to ensure that vehicles accessing the site will avoid the busy rush hour period and will also avoid the period of school drop offs at Montsaye Academy;
- h) contractors will be encouraged to make deliveries to site outside of both peak traffic hours and avoid the period for drop offs and pick ups at Montsaye Academy, avoiding the times of 0800 – 0900 hrs and 1430 – 1530 hrs;
- i) no delivery vehicles will be permitted to wait outside the site or near to the development;
- j) the site will be developed in an east to west direction and the delivery of the Strategic Link Road is closely aligned with this so once there is an access from the A6 onto the site via the new roundabout this will become the main construction route;
- k) all plant and materials will be loaded and unloaded within the construction compounds so as to minimise disturbance to neighbouring residents;
- l) as soon as development commences the Developers and their Principal Contractors will ensure measures are taken to prevent slurry/spoil from vehicles leaving site during the works being deposited on the public highway;
- m) each Principal Contractor will provide wheel washing facilities, which will be a labourer with a jet wash, and will ensure that all exiting site traffic is thoroughly cleaned;
- n) wagons carrying loose material will be covered before leaving site;
- o) weather forecasts will be monitored on a daily basis by the Site Manager so that in particularly dry or windy conditions further measures can be taken;
- p) no burning of materials or waste etc. will be permitted on the site;
- q) construction access (see below).

Construction Traffic Route - Option 2

The previous proposal was for the Strategic Link Road and the A6 roundabout to be completed prior to the occupation of the 250th dwelling. Until then, there are two current options. Option 2 is the route A6/A576 through Desborough. In mitigation, the applicant proposes to use ANPR cameras to ensure that prescriptive delivery/access routes are fully adhered to. In order to limit the disruption of HGV and other construction vehicle traffic if

Option 2 is used the applicant would seek to deliver the SLR and the A6 roundabout and have it open for use by the 150th occupation on site.

Construction Traffic Route - Option 1

The new proposal is for a temporary access from the A6 (North of the Site) utilising an existing farm access on the A6 about 200m north of the proposed permanent site entrance. The access will need upgrading but could offer a relatively direct route to the northern boundary of the development site whilst not fettering the construction of the permanent solution. Obviously works will be necessary to make the entrance / exit safe and to temporarily reduce speed limits on the A6 through this section but these works should enable the access from the A6 to operate safely as a left in/left out arrangement. The location is away from any existing properties.

Construction Traffic Route - Initial Works

It is worth noting that for either of the options, there will be an initial period of approximately six weeks where the works on the B576 access to the site, and the initial traffic to serve this construction will inevitably inconvenience the local residents.

The Council is REQUESTED to consider any response to the consultation.

77./19

To consider a detailed report on proposed CCTV upgrading

Background

Following the decision at the Council meeting on 18 July 2019 to earmark £60,000 for improvements and extensions to the CCTV system, further investigations and consultations have been carried out into the proposals. There is specific legislation which allows the Council to extend or contribute towards the costs envisaged (Local Government Act 1972, s136; Localism Act 2011 s1-6; Local Government and Rating Act 1997, s31, the Crime and Disorder Act 1998, S17).

Standing Orders and Financial Regulations

The scheme proposed at the meeting was not fully costed and details of the running costs were not available. The Council is bound by its Standing Orders and Financial Regulations with regard to the procurement process. This would involve amongst other things:

- the following formal permissions:
 - landowners and property owners,
 - KBC to access the monitoring network,
 - police,
 - highways;
- a formal detailed specification and estimates;
- quotations or tenders from three suppliers (depending on the estimated cost);
- permissions from KBC if a different contractor is selected from KBC's usual one; and,
- details of monitoring and ongoing running costs, and agreement on how they will be funded.

The most pragmatic solution to avoid the complexities, extra costs, and delays this would cause and which complies with what the Council intended is that the Town Council asks KBC to undertake the work on an agency or joint working basis at the cost of the Town Council, as provided for into Local Government Act 1972, S101(1), (5), and (6). The advantage is that KBC has already carried out the procurement processes and so on, there would be no issues with multiple contractors, landowners, technical specifications etc. Discussions took place with KBC with a view to this solution being used and the information available at the time of writing is used in this report.

Capital costs

The estimated costs for purchase, installation, and are as follows:-	Total cost	Capital
Camera system (Including 3 years Maintenance Contact)	£21,880	£21,880
Installation of ADSL Lines (to send the images)	£500	£500
Civil Works	£2,000	£2,000
Electrical Works	£800	£800
Electricity supply costs	£0	£0
Contingency sum	£5,000	£0
Costs of ADSL Lines for 3 years	£6,048	£0
Monitoring Costs for 3 years	£18,000	£0
	£54,228	£25,180

No provision has been made for electricity costs which could amount to a few hundred pounds per year. The indications are that it may be possible for the Town Council to avoid paying the electricity costs with the exceptions of any camera served from the nursery building at Dunkirk Avenue recreation ground, and of course any equipment placed within the library building.

Optional Extras

ANPR Camera each site (Capital)	£5,000
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The proposals contained the option of installing Automatic Number Plate Recognition (ANPR) cameras. These would be separate cameras and would have to link into the Police network. Formal consultation and permission would be needed with the Northamptonshire Police and evidence of need would have to be provided to the Police. If these cameras are deemed desirable by the Police then they might also be funded by the Police.

Volunteer Costs

SIA CCTV Licence Training	£5,000
SIA CCTV Licence for volunteers x10	£3,000

The original proposal included the provision of volunteer monitoring in the Police house in Desborough (or elsewhere). It is believed that the Licence would be necessary for anyone monitoring CCTV from a control centre, but not necessarily if they are Police Volunteers. Either way it is necessary to have received appropriate training. Obviously, as volunteers change over time there would be a need to fund the training and licenses.

Local Government Reorganisation

As Members will be only too aware, Kettering Borough Council (KBC) is due to be subsumed into a new Unitary Authority (UA) with effect from 2021. The existing authorities covered by the proposed UA each have CCTV systems managed as follows:-

Kettering	CCTV system managed by in-house staff
Corby	CCTV system managed by in-house staff
East Northamptonshire	CCTV systems are in place in all of the six town centres in East Northamptonshire managed by the town council's.
Wellingborough	CCTV system monitored by Northampton Borough Council from the NBC CCTV Control Centre.

It is likely that discussions will be held into the merger of the systems and rationalisation of the monitoring of these systems although it is too early to speculate as to the outcome. The existing monitoring system in Kettering uses traditional fibre optic technologies and therefore this proposal to use Internet Protocol (IP) technology would require separate arrangements in the monitoring station. The suggestion that the new cameras could be monitored from the local Police office would require formal consent from Northamptonshire Police. If volunteers were to be recruited to monitor the new cameras at the Desborough Police office, then the advice from KBC is that ten or so people would be needed to provide appropriate levels of training.

It seems appropriate to consider that there would be no change in the monitoring arrangements for the next three years. It is possible that the extra costs associated with this proposal would be funded by the UA as part of any future rationalisation of control centres and systems. However it would be prudent to work on the basis that following reorganisation the new UA would seek to recover all costs possible (and that Desborough Town Council would have to fund ongoing costs along the lines of those set out above). Alternatively, it is possible that the UA might adopt the East Northamptonshire method and seek to devolve the monitoring of the entire system within Desborough to the Town Council.

Ongoing Costs

Based on the costs included in the figures from KBC, it is estimated that the monthly running costs (based on today's prices and excluding any costs relating to any ANPR cameras) would be:-

Maintenance	£60
ADSL rental	£168
Monitoring costs	<u>£500</u>
	<u>£728</u>

This represents £8,736 per year to be funded from the Town Council's budget from year three onwards (excluding electricity costs and ANPR costs). If the Unitary Council were to adopt the system in future then there should be no further costs. However, there is no

guarantee that this would be the case and the Council should be mindful of the need to provide for costs in future years.

Obviously at this stage it is not possible to assess accurately the electricity costs nor the additional costs of volunteer training and licensing on an ongoing basis.

If the Desborough system was monitored entirely by volunteers then the £500 monthly figure above would not be applicable, however it would be replaced by costs associated with volunteers such as SIA training and licensing, insurance and so on.

Funding

The Council has set aside £60,000 from reserves. On the face of it, the scheme estimate amounts to just under £55,000 excluding ANPR costs, electricity costs, volunteer costs, and ongoing costs. A bid is being prepared for funding from the Making Northamptonshire Safer Fund 2019-20 and / or from the Northamptonshire Road Safety Community Fund 2019-20 from the Police, Fire and Crime Commissioner (grant window is 21 October 2019 to 29 November 2019). These funds have a maximum capital contribution of 25%

The Council is REQUESTED to consider the matter.

78./19

To consider appointments

78.1./19

To appoint an additional signatory to the Council's accounts

As Councillors will be aware, one of the nominated signatories to the Council's accounts has resigned from the Council. It is not possible for a Councillor to be both an Internal Control Councillor and a signatory. The current Internal Control Councillors are Councillors Burnham, James, and Sawford, and the remaining signatories are Councillors Draycott and Holmes. The Council is RECOMMENDED to appoint a replacement Councillor as signatory to the accounts.

78.2. /19

To appoint a Member to the Personnel Committee and to represent the Council on the Desborough and Rothwell Youth Council

A vacancy has occurred in the Personnel Committee and for a representative to the Desborough and Rothwell Youth Council.

The Council is REQUESTED to consider appointing replacements.

78.3./19

Northants CALC AGM

The annual meeting of Northamptonshire County Association of Local Councils (Northants CALC) is scheduled for Saturday 5 October 2019 at Moulton Community Centre (ten o'clock to one o'clock). The Council is able to submit a motion for consideration at the annual meeting and is also entitled to send one voting delegate (in addition to non-voting attendees). The meeting will be attended by the Chief Officer of Cornwall Association of Local Councils to talk about life for parish and town councils in a unitary area, and the Chief Executive of the National Association of Local Councils (NALC), who is going to bring us up to date with all that's happening in the world of parish and town councils nationally, and all the good initiatives there are going on.

The Council is REQUESTED to consider submitting a motion, and to consider nominating a representative(s).

78.4./19

KBC's A6 Towns Forum

The Borough Council holds quarterly meetings with Councillor representatives of the Town Councils on the A6 together with County Councillors and Borough Councillors. The meetings are an opportunity to hear about initiatives, items of interest, and also Police issues.

The Council is REQUESTED to consider nominating up to two representatives.

79./19

To consider any response to Consultations

79.1./19

East Midlands Airport's Future Airspace Programme

As part of the Government's national programme to modernise the way UK airspace is managed, all airports in the UK have been asked to review their current controlled airspace up to 7,000 feet and decide whether the routes currently flown by aircraft are the best they can be. The aim of the programme is to increase safety and efficiency of operations, whilst also seeking to reduce carbon emissions and the impact of noise. Details of East Midlands Airport's Future Airspace Programme are available at eastmidlandsairport.com/community/future-airspace.

Desborough is located at the very southern edge of the airport's area and it could be said that any changes would have minimal effect on the town.

The sort of questions asked relate to whether the flight paths should be the most direct irrespective of the number of people affected underneath, or should route through rural areas notwithstanding the extra emissions caused; whether the latest technology and techniques should be used even if it disadvantages older and smaller aircraft; and whether there are any sensitive sites or buildings which should not be flown over .

The Council is REQUESTED to consider any response deemed appropriate.

79.2./19 Kettering Town Council

As Members will be aware, the current proposals for reorganisation of Local Government in Northamptonshire will see the existing Borough and District Councils and Northamptonshire County Council combined into two new Unitary Councils. The only part of Kettering Borough which currently does not have a town / parish Council is Kettering town itself. The Borough Council is consulting on the creation of a Town Council for Kettering.

Until 1974, Kettering had a local Council equivalent to the one serving Desborough. On reorganisation, these were subsumed into the Borough Council and the assets of the former Councils were transferred to the new Borough Council. At that time, it was decided that Kettering would not have a town Council, but a new Council was created in Desborough. If a Kettering Town Council is created, it would be able to levy a precept and run some local services as the existing town and parish Councils in the borough do, it would also be able to take on any services it wished to which may be devolved from the Unitary Authority.

The questions in the consultation include:-

- should a Town Council be created for Kettering?
- should any new Town Council come into being at the same time that the new unitary council?
- should the Borough Council...
 - preserve the Mayoralty and pass all the Mayoral and civic regalia to any new Town Council?
 - preserve the Mayoralty by instead setting up Charter Trustees?
- what roles and responsibilities any new Town Council should consider adopting?
- what area should any new Town Council area cover?
- should any new town council have twenty Councillors elected from nine wards based on the current boundaries (allowing for any consequential change resulting from the exact boundary of Barton Seagrave and Kettering)?

The Council is REQUESTED to consider any response deemed appropriate.

80./19 To receive a report of the Planning Appeal: Land Off Braybrooke Road, Desborough

The Council will be aware that the appeal by Gladman Developments Ltd was held at the beginning of September 2019. The appeal site is bounded by Straight Furlong to the south and Braybrooke Road to the west and the proposal (KET/2018/0060) was for up to 245 dwellings. When it last considered the matter (in September 2018), the Council objected to the proposals.

The appeal was heard in Kettering over five days and the Town Clerk attended and spoke on behalf of the Council. The outcome of the Appeal is expected in two to three months' time.

81./19 To note a report on the Braybrooke Road play area

Discussions have taken place with the Borough Council with a view to reinstating play equipment at the site.

82./19 To receive and note the Planning Report

In accordance with the views expressed by Councillors, any comments which were uncontentious and uncontested were submitted to the relevant planning authority as set out in the report attached at Appendix C.

83./19 To receive reports on activity from Borough Councillors, the County Councillor, local groups and volunteers

83.1./19 Desborough & District Twinning Association

The Council has been notified of the following events:-

- Saturday 19 October 2019 - Beetle Drive – 7 for 7.30 - £6 per person. At Marlow House. Jacket potatoes, cheese, chilli and coleslaw for supper, a bar and a raffle
- Sunday 10 November 2019 – AGM, followed by Sunday roast – 12.30 for meeting – Marlow House - £12 per person.

- Come and join us on Remembrance Sunday for Sunday lunch with all the trimmings. Bar and raffle.
- Due to Christmas being such a busy time for all, there are no events planned for December
- After a successful Summer meeting in Estonia, we now look forward to celebrating 30 years of the Charter in Cisse with our Charter friends. For any information regarding our Charter towns, please contact desborough.twinning@gmail.com.

84./19 To consider possible improvements to highways at Harborough Road railway bridge, and High Street pedestrian crossing
The Council has previously discussed road safety around the railway bridge on Harborough Road (B576), and in the vicinity of the pedestrian crossing on High Street. Discussions have been held with Highways officers.

84.1./19 Railway bridge on Harborough Road (B576)
Proposals to provide a guard rail for the footpath on each side of the road over the bridge were discussed. The Council was informed that Network Rail would require a watching brief to oversee any works, and netting would probably be required to prevent objects falling onto the live railway. In addition to this, there would be other costs and charges levied by Network Rail. The rough total estimate provided for these is in the region of £10,000.

The other issue with installing pedestrian guard rails along the bridge is that it will bring the footpath to just below 1.4m in width which isn't ideal when two or more pedestrians travel in opposing directions, especially wheelchair users and pushchairs which may create another set of issues.

Another option being investigated is the installation of the two sections of rail at the access to the bridge. This is likely to be a much cheaper and effective solution without causing any restrictions on two way pedestrian traffic.

Further details of the proposals will be provided when available.

The Council is REQUESTED to note the information.

84.2./19 High Street pedestrian crossing
Proposals to introduce measures to improve pedestrian and road safety by preventing parking on footpaths and verges across and around the crossing have taken place. Further information is awaited from the County Council.

The Council is REQUESTED to note the information.

85./19 To receive the finance report
The Council is RECOMMENDED to approve the report at Appendix D. Details in the report will be updated before the meeting as information is received.

86./19 To consider and if so resolved to approve accounts for payment
The report set out at Appendix E details those invoices and payments for payment, those authorised in accordance with the scheme of delegation, and those where payment is by continuous authority; and the Council is RECOMMENDED to approve payment. Details in the report will be updated before the meeting as information is received.

87./19 To receive a report from the Personnel Committee
The minutes of the Personnel Committee meeting held on 25 July 2019 are attached at Report No. 1
It is RECOMMENDED that the report be accepted and adopted.

Investigation into a complaint that members of Desborough Town Council may have breached the Council's Code of Conduct

The report is available on the Council's website here:

<https://desboroughtowncouncil.gov.uk/wp-content/uploads/2019/08/Desborough-C-of-C-Investigation-Final.pdf>

LETTER FROM THE MONITORING OFFICER OF KETTERING BOROUGH COUNCIL IN RELATION TO SANCTIONS WHICH IT CONSIDERS APPROPRIATE

The letter is available on the Council's website here:

<https://desboroughtowncouncil.gov.uk/wp-content/uploads/2019/09/KBC-Letter-Standards.pdf>

Planning and Licensing Matters

[KET/2019/0607](#)

12 Swift Close, Desborough
Loft conversion and porch to front

[KET/2019/0603](#)

Cheaney Factory, 69-71 Rushton Road, Desborough, NN14 2RR
Section 73A Retrospective Application
Conversion of the existing boiler room to office space with the addition of a UPVC window at first floor on the North West elevation

[KET/2019/0604](#)

Cheaney Factory, 69-71 Rushton Road, Desborough, NN14 2RR
Listed Building Consent Application
Conversion of the existing boiler room to office space with the addition of a UPVC window at first floor on the North West elevation

[KET/2019/0328](#)

The Ritz and Conferencing Suites, 7-9 Station Road, Desborough
Change of use to day nursery for up to 200 children

[KET/2019/0540](#)

Mr A Hamilton - 32 Victoria Street, Desborough
Change of use of domestic property to use 30% of overall floor space to osteopath/chiroprody clinic. Section of rear boundary wall removed for access

[KET/2019/0595](#)

120 Dunkirk Avenue, Desborough
Proposed development: First floor side extension

[KET/2019/0585](#)

12 Mayfield Road, Desborough
Ground floor and basement extension to rear

[KET/2019/0558](#)

14 Nichols Street, Desborough
Demolition of garage and erection of a two storey side extension

[KET/2019/0562](#)

Woodside (land adj Unit 3), Stoke Albany Road, Desborough
Change of use of land from storage of plant/equipment to storage of plant/equipment and siting of mobile home

[KET/2019/0552](#)

Stoke Albany Road (former poultry unit), Desborough
Proposed development: Variation of condition 5 of KET/2019/0070 in respect of occupation

[KET/2019/0544](#)

11 Station Road, Desborough
Change of use of hotel storage to tanning room

Finance Report

Monthly Bank Reconciliation

Bank reconciliation 31/08/2019	Amount
Barclays Current	£53,799.49
Barclays business saver	£400,000.00
Unity Current T2	£4,001.70
Unity Deposit	£70,067.63
CCLA	£10.00
	£527,878.82

Significant income received (02/09/2019): VAT refund £3,893.03

Accounts for payment

	Cost centre	Supplier	Reason	VAT	Total
*	Memberships and subscriptions	Northants CALC	Subscription / Audit / DP Officer	£0.00	£3,308.09
*	Administration	Printers4u.com	Printer toner	£31.99	£191.94
	Democratic Services	Mr G Thomson	Parking - planning appeal (two days only)	£2.00	£12.00
	Administration	Office furniture online	Meeting tables replacement	£109.00	£654.00
+	Town Council Office	TalkTalk business	Internet and telephone	£3.94	£19.98
	Democratic Services	Autela Payroll Services	Payroll Q2	£7.85	£47.08
	Democratic Services	Mr G Thomson	Salary (September 25 hours/ week) Overtime (August 48 hours)	£0.00	£1,939.05
+	Democratic Services	Mr G Thomson	Salary (August 25 hours/ week) Overtime (July 60 hours)	£0.00	£2,065.16
+	Democratic Services	LGSS Pensions	Pension (employee's and employer's contributions Aug)	£0.00	£981.04
+	Democratic Services	LGSS Pensions	Pension (employee's and employer's contributions Sep)	£0.00	£933.12
+	Democratic Services	LGSS Pensions	Pension (employee's and employer's contributions Jul)	£0.00	£911.11

* Approved in accordance with the Scheme of Delegation.

+ Approved in accordance with the ongoing payment authority.

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**Minutes of the meeting of the Personnel Committee
Of Desborough Town Council
held on Thursday 25 July 2019**

Councillors present: G Holmes, B McElhinney, J Read, P Sawford
Also present: G Thomson (Town Clerk)

1. ELECTION OF CHAIR.

DECIDED that:-

Cllr J Read be appointed as Chair of the Committee for the 2019/20 municipal year.

2. APOLOGIES FOR ABSENCE.

The Town Clerk reported that no apologies for absence had been received.

3. DECLARATIONS OF INTEREST.

The Town Clerk reported that no declarations of interest had been made.

4. TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.

No representations were made.

5. TO CONSIDER LGSS PENSION SCHEME POTENTIAL CHANGES.

Extracted from the report of the Town Clerk:

The LGSS Pensions Service is consulting on a proposal to remove the pooling arrangement so that each parish and town council stands alone. There are pros and cons to the proposal and there will be winners and losers. For some time, the Council has been a member of the LGSS Pensions Scheme (it is a contractual term for the current Town Clerk). The Council is a member of the Resolution Bodies Pool within the Northamptonshire Pension Fund ("the Fund"). There are over 250 different employers in the Fund, each of whom needs to pay contributions which are calculated by the Fund Actuary; the intention is that contributions should be sufficient (when added to investment returns) to pay for the benefits which the Fund needs to pay out for the employer's members and ex-members when they retire or die.

The Pool was set up by the Fund many years ago to assist employers of a similar type (town and parish councils) to meet the Fund obligations referred to above. For employers with a very small number of members, relatively small changes in the membership profile from time to time could give rise to very large changes in the contribution rate. These changes include: members joining, leaving, retiring early (particularly in ill-health), and receiving pay rises different from those assumed. Pooling smooths out these changes to minimise contribution rate volatility.

In recent years there have been changes leading to the Fund reconsidering the Pool, including:

- Under previous LGPS Regulations, if a Resolution Body (a Council) decided to leave the Fund, it did not need to pay any "cessation debt". However, current Regulations mean that a Resolution Body will typically need to pay a cessation debt when it leaves. This means that the individual funding positions become crucial for Pool employers in those circumstances.*
- One of the key events which could significantly worsen an employer's funding position, and therefore increase its individual contribution rate, was if an employee had to take ill-health early retirement. It was to protect against such eventualities that the Pool was formed. However, the Fund now has a form of internal ill-health insurance for all employers, so the Pool no longer provides added protection for its employers against this type of situation.*
- Pool employers' active membership does not change significantly over the years, leading to a gradual ageing of the membership thus pushing up contribution rates.*

The Fund commissioned analysis to help determine how varied the different employers' positions are within the Pool. This analysis showed there is a wide spread, so that some employers are paying materially more than they ideally would, and others paying materially less than required. If the proposal to disband the Pool was to go ahead, the impact on employers would be:

- the Pool would no longer operate for any employers;*
- each employer would be advised of its own funding position* as at the 31 March 2019 formal valuation date and of its contribution rate applicable from 1 April 2020, based on its own funding position*;*
- any future membership changes, early retirements, pay awards etc., among the employer's own workforce (and ex-employees) would flow through to its own funding position, giving rise to changes in its contribution rate from the following formal valuation. For instance, pay awards higher than assumed would cause the contribution rate to go up, ex-employees dying in retirement earlier than expected would cause the contribution rate to fall;*
- the approach to setting contributions would be no more favourable than under the current Pool, so the impact on the contribution rate would not arise simply from the Pool disbanding, but*

instead on factors such as how the assets are divided on disbandment, current and future membership, whether the Council seeks to leave the Fund and/or restrict future membership, etc;*

- *any future membership changes, early retirements, pay awards and so on among other employers (and their ex-employees) would not affect the Council's funding position or contribution rate.*

The Fund is seeking to take a course of action which is as far as practicable agreed by most if not all employers in the Pool. This is an important issue which will affect the Council's contributions from 1 April 2020 and also possibly the Council's future membership of the Fund. The Fund is considering two different approaches to dividing the Pool's assets among the employers:*

- 1. assign assets as per each employer's actual experience to date, so that some will be materially poorer funded than the Pool average as at 31 March 2019 and others will be materially better funded than the average;*
- 2. assign assets as per the Pool average funding level, i.e. each employer will get an equal asset share relative to its liabilities, which would be higher or lower than their individually assessed asset share, on the grounds that all have paid the same required contribution rate over the years.*

The Fund is minded to adopt approach 2). The specific questions that the Council is REQUESTED to address are set out below. It must be noted that there is no proposal to change the Council's membership of the Scheme and no decision to do so may be made without first obtaining legal advice, and advice from an Independent Financial Adviser.

- (i) Is it more helpful to continue the Pool in its current form, or to move to individually-assessed contribution rates?*
- (ii) Are there situations where the continuation or disbanding of the Pool would be particularly helpful, for instance if you are considering merging your activities with another organisation?*
- (iii) If the Pool was to be disbanded, does the Council have a preference for the asset division approaches 1) or 2), and why? This is a "zero sum situation", i.e. for every employer which might "gain" from a given course of action, there is another which would "lose".*

The Town Clerk outlined the content of the report and the possible implications for the Council in the various scenarios. He answered detailed questions and following a full discussion it was

RESOLVED that:-

the Council responds as follows:-

- (a) the pooling arrangement, whilst nominally unfair to some whilst others are net beneficiaries, is overall the most satisfactory arrangement, and the Council would therefore wish to retain the current pooling arrangement;**
- (b) on the second question of what should happen to the funds if the pool is disbanded, the Council would not wish to express an opinion until it could see the net position of this Council.**

6. TO CONSIDER AND APPROVE THE STAFF APPRAISAL POLICY

A draft Staff Appraisal Policy was presented by the Chair and the Town Clerk.

DECIDED that:-

the Staff Appraisal Process as outlined be approved.

7. TO APPOINT COUNCILLORS TO THE APPRAISAL PANEL

RESOLVED that:-

Councillors Read and Sawford be appointed to the Appraisal Panel.

The meeting closed at 10:45 a.m

Desborough Town Council

Staff Appraisal Policy

INTRODUCTION

Desborough Town Council is committed to achieving a high standard in the performance of its employee(s). The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to its employee(s). A regular review of an employee's performance is an effective tool. It allows an employee to give their views to the Council.

Performance reviews or appraisals help to identify personal development and training needs. Appraisal meetings also provide an opportunity for the employee(s) to seek and receive high quality, responsive and balanced feedback on their work performance from the Council. It is to be said that the discussion is more important than the form filling.

PURPOSE OF APPRAISAL

- Discuss positive achievements over the past 12 months and/or during probation period. To identify reasons for good performance.
- Discuss instances where targets have not been met, jointly identifying factors preventing those goals being achieved.
- Agree standards of performance and behaviour by setting objectives, priorities and targets that are realistic and achievable.
- Provide a formal written record of performance and evidence of key objectives planned for the future.
- Encourage individuals to develop their skills and competencies through a planned approach to personal development and training, supported by the organisation.
- Discuss any training, personal or professional development needs and agree a performance plan to ensure that set objectives can be met and high levels of performance maintained.

APPRAISAL ARRANGEMENTS

Appraisals should occur annually from the date of commencement of employment. The employee is to be given reasonable notice of the meeting. Good practice would be to hold the meeting in a more informal setting than an office. The appraisal process is the ultimate responsibility of the Personnel Committee.

The Town Clerk should be appraised by two or three members of the Personnel Committee, not necessarily the Chair. Any other staff should be appraised by the Town Clerk.

At least two weeks before the appraisal date, the appraiser should give the appraisee a copy of their job description, the targets set in the previous year, and an appraisal form. One week before the appraisal meeting, the appraisee should return the document to the appraiser with their comments and thoughts. New employees will initially be subject to a 3 month period of probation.

THE APPRAISAL MEETING

The appraisal discussion should be a two-way discussion. The outcomes are recorded on the Appraisal Form. Reference should be made to the job description. The meeting will include:-

1. Review: previous objectives & discuss individual's actual performance. Both parties should concentrate on established facts rather than on unsubstantiated opinions. Review the individual's previous objectives and the degree to which these have been met.
2. Explore: what factors affected individual performance examining both internal and external constraints and issues.
3. Appraisal discussions set and review objectives which should be **SMART**, i.e.
 - S Specific** – clear about what is actually required – avoid too much jargon and detail
 - M Measurable** – tasks should be linked to quantifiable measures
 - A Achievable** – consideration should be given to training and competencies
 - R Realistic** – targets should be neither too difficult nor too easy
 - T Time-bound** – anticipated time frame and targets should be phased throughout the year.
4. Plan for any training / development needs and their cost.

RECORD KEEPING

The appraiser completes the Appraisal Form and hands a copy to the appraisee. The appraisee may read and add their comments. The form may then be updated, signed by both parties and returned to the appraisee. The process will be reported to the Personnel Committee and a copy placed in the personnel file of the appraisee. The appraisee should make reference to the Appraisal Form during the year.

25/07/2019