

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

28th November 2019.

To Members of the Staffing Committee

Councillors Liz Burns, Ruth Clark, Stephen Giles-Medhurst (Chairman), Jane Lay, & David Major.

The next meeting of the Staffing Committee will be held at the above address on Wednesday 4<sup>th</sup> December 2019 at 9:00 am when your presence is summoned for the purpose of transacting the business outlined below.

The press and public are welcome to attend the meeting.

Tim Perkins  
Clerk to the Council

### AGENDA

1. **Apologies for Absence**  
To receive and accept apologies for absence.
2. **Declarations of Interest**  
To receive declarations of interest in items on the agenda.
3. **Public Participation**  
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
4. **To confirm the Minutes of the Meeting held on**  
5<sup>th</sup> June 2019.
5. **HCC Local Government Pension Scheme III Health Retirement**  
To consider taking out insurance cover to mitigate exceptional costs. (Clerk's report item 1, email from HCC Pensions Team & Legal & General policy brochure <sup>[1]</sup>.)
6. **Health and Safety Review**  
To consider the update from the Clerk. (Clerk's report item 2.)
7. **Health & Safety Policy**  
To agree by resolution the updated version of the above. (enclosed.)
8. **Clerks Report**  
To note items on the Clerk's report not covered elsewhere on the agenda.

<sup>[1]</sup> *Brochure committee members only, other members on request.*

**Abbots Langley Parish Council**  
**Clerk's Report - Staffing Committee - December 2019**

**1. HCC Local Government Pension Scheme III Health Retirement Cover**

**Overview**

The potential costs to the Parish Council if an employee has to retire early on health grounds is significant.

It is now possible to mitigate these costs via insurance cover.

The details are covered in the enclosed email from the Herts Pensions Team (dated 11/11/2019).

I have also enclosed a copy of the Legal & General Policy brochure.

I suggest you read these first. Then..

**My thoughts.**

Discussions about Insurance cover boil down to risk and the potential downsides they eliminate.

The risk of the council having a member of staff retire early on health grounds is around 10%, the potential costs if this was a younger member of staff could be catastrophic and I use that word carefully. The costs could wipe out reserves and some. (See the examples in the enclosed email.)

I have obtained a quote and the annual premium would be £5,676 @ 1.65% risk based on total payroll, this would increase annually as salaries are adjusted.

On the flip side our contributions to the LGPS would reduce by the same percentage, so the cost effect would be nil.

**Risks**

The policy would eliminate the risk of the council having to foot a significant "one off" cost for employee ill health retirement.

The reduction of 1.65% into the fund may in future years mean there is a deficit to make up, but fund growth and the generally good funding level of the scheme mean this risk is probably not significant.

**Budget Impact**

**FY 2020-2021**

The salary model that sits behind the budget includes the employer's contribution into the LGPS, this would be reduced by 1.65% so the costs would come out of the individual salary lines in the budget.

A new code would be set up in the administration budget to carry the premium costs. I would keep this separate from general and motor insurance spend.

**FY 2019-2020**

Whilst the premium cost will be offset by the reduction in employers' contributions, I would not adjust the salary model in the current budget, this would be too complex in close to the final quarter of the year. The reduced employer's contribution will be reflected as a below budget spend on the individual salary lines.

**Recommendation**

Take out the cover.

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2. Health and Safety Review

As part of our HR contract with WBC/TRDC HR we get H&S support, which is provided by the HCC H&S team.

At the end of October we had a half day review with Carla Thompson, HCC H&S Officer. Following is a summary of the outcomes:

Detail	Action
Asbestos Surveys and Manuals	<b>P</b>
COSH	<b>P</b> But need to monitor any product changes from suppliers. <i>(Office/DA/ME.)</i>
Display Screen Equipment	<b>P</b> Need to update as new staff and new PCs <i>(TP).</i>
Staff Driving Licences Checks	<b>P</b>
Fire Risk Assessments	<b>P</b> All buildings updated 2019. <i>(DA)</i>
H&S Policy	<b>P</b> Last updated 2017, minor maintenance updates needed and checked to WBC/TRDC policy. F&A Nov 2019 for approval. <i>(TP)</i>
First Aid	<b>P</b> Emergency First Aid training, one day, all front line staff completed November. <i>(DA)</i>
Ladders & Working at Height Training	Ladders all compliant to updated regulations. Working at height training 2014, consider refresher. <i>(DA/ME)</i>
Manual Handling	<b>P</b> Consider refresher training. <i>(DA/ME)</i>
Personal Safety Training/Lone Working	New requirement for public facing staff. Half day training course to be arranged. <i>(DA)</i>
Play Area Inspections, Annual & Weekly	<b>P</b> RPM Contractors undertaking some specialist repair work (Nov 2019). <i>(ME)</i>
Stress Policy	New requirement. WBC have just put in place, check with Sheela. <i>(TP)</i>
Spraying Training	<b>P</b> All certificates valid, refresher training being arranged. To be booked in Spring 2020, when spraying recommences. <i>(ME)</i>
Risk Assessments	As always work to do, 40+ assessments require rolling review and update, sometimes difficult to keep up to date. Progress Oct-Nov 2019, 18 assessments reviewed and updated. <i>(TP/DA/ME)</i>
Tree Risk Assessments & Tree Works	<b>P</b> All assessment completed and works in hand.

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Detail	Action
Vehicles routine checks, service records, MoTs, winter safety.	<b>P</b>
Personal Alert Trackers for lone working staff	Investigate and cost. (DA) Sky Guard (HCC use) <a href="https://skyguard.co.uk/">https://skyguard.co.uk/</a> Guardian 24 (Hertsmere & WBC use) <a href="https://guardian24.co.uk/">https://guardian24.co.uk/</a>

**3. PDRs Works Team**

The Facilities Manager and Works Manager are struggling with the PDRs for the manual grades. The current paperwork runs to over twenty pages and it is not appropriate for many of the manual grades who do not have the highest literacy skills and their job role is fairly limited.

I am working with our HR Business Partner to revise the process and hope to have an updated process and paperwork progressed by the time of the committee meeting.

**4. Pension Presentation**

Staff have been requesting more information on the HCC Pension Scheme and pensions in general.

A presentation was put together with support from the WDC/TRDC HR team and delivered to all staff and also colleagues from Chorleywood PC.

Feedback was positive.

**Tim Perkins**

Clerk to the Council  
28th November 2019.

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