



Clerk: Mrs V L Brice
Email: vicky.brice@axbridge-tc.gov.uk
Tel: 07884 264033

Axbridge Town Council
The Council Office
Church Rooms
Church Steps
The Square
Axbridge BS26 2AP

19 June 2024

A MEETING OF THE PERSONNEL AND PROTOCOL COMMITTEE WILL BE HELD ON MONDAY 24 JUNE 2024 AT 6.45PM IN AXBRIDGE TOWN HALL.

MEMBERS OF THE COMMITTEE ARE HEREBY SUMMONED TO ATTEND.

Members of the public are welcome to attend.

.....
Mrs V L Brice
TOWN CLERK

AGENDA

1. APOLOGIES FOR ABSENCE
2. ELECTION OF CHAIRMAN FOR 2024/25
3. ELECTION OF VICE-CHAIRMAN FOR 2024/25
4. DECLARATIONS OF INTEREST
5. DRAFT MINUTES OF THE PERSONNEL AND PROTOL COMMITTEE MEETING HELD ON 22 APRIL 2024 (attached)
6. PUBLIC PARTICIPATION
7. REMIT (attached)
8. POLICIES: to review the following policies – Dress Code; Employer Discretions Policy; Equal Opportunities Statement; Funding of Town Events; Lone Working Policy; Succession Planning and Training; and Bullying and Harassment Statement (attached)
9. MAYOR'S CHAIN AND ROBES – update
10. MAYOR MAKING – review
11. CARNIVAL LUNCH AND CELEBRATING 50 YEARS OF AXBRIDGE TOWN COUNCIL
12. REMEMBRANCE DAY – arrangements
13. THE SOMERSET CHAIR'S AWARDS FOR SERVICE TO THE COMMUNITY 2024
14. RESPONSIBILITIES AND ORGANISATIONAL STRUCTURE – Facilities Manager including job description

15. HANDBELLS - repairs

16. DATE OF NEXT MEETING

Councillors: Page (Mayor), Ham (Deputy Mayor), Browne, Faulkner, Mitton and Taylor

Should an item need to be considered in confidential session the following resolution should be considered: "that, in view of the special/contractual nature of the business about to be transacted which contains personal/confidential information about individuals, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw"



Axbridge Town Council
Draft Minutes of the Personnel and Protocol Committee held on
Monday 22 April 2024 in Axbridge Town Hall

Meeting commenced: 6.45pm

Meeting concluded: 7.16pm

Present: Councillors Mitton (Mayor), Page (Deputy Mayor), Browne, Ham and Taylor.

Also in attendance: Mrs Brice, Town Clerk

128.23 PS Apologies - none

129.23 PS Declarations of Interest – none

130.23 PS Minutes of the Committee Meeting held on 25 March 2024

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 25 March 2024 be approved as a correct record and signed by the Chairman.

131.23 PS Public Participation – none.

132.23 PS Storage and Embellishment of Maces

The Men's Shed would be happy to make a storage box for the maces and look at how best to embellish the maces.

133.23 PS Mayor's Chain and Robes

The Mayor would approach a company in Wells regarding the cleaning of the Mayor's robes. The Chain would be redesigned, as agreed at Council, after Mayor Making.

134.23 PS Mayor Making

The Annual Council and Mayor Making Service would be held Monday 13 May 2024. Invitations had been sent out and other arrangements, including catering, were in hand. The rehearsal would be held on Sunday 12 May at 5.30pm in the Town Hall.

RESOLVED: that the Risk Assessment document be approved and circulated as appropriate.

135.23 PS Responsibilities and Organisation Structure and Contract

Members had previously discussed proposed revisions to the draft job description for the Facilities Manager. The extent of the tasks would be further considered. A diary was now being kept.

136.23 PS Kings Portrait

The Kings Portrait had been received and would be displayed on the wall to the right of the stage.

137.23 PS Celebrating 50 years of Axbridge Town Council

This would be considered at the next meeting.

138.23 PS Date of Next Meeting

RESOLVED: that the next meeting be held on 22 June 2024.

Chairman

Date

Axbridge Town Council

REMIT 1

Personnel and Protocol Committee

Chair and Committee Membership

Chair: Mayor

Membership: Mayor, Deputy Mayor and five councillors
Restricted to council members.

Remit

Generally:

The committee has delegated powers from the council to deal with all personnel and protocol matters except the appointment of the Clerk to the Council and final decisions on all awards.

If the committee is unable to make a clear decision on any matter or if members agree that an item is very controversial or of such importance, then they may refer the decision back to the council with or without a recommendation. A matter will be referred to Council for decision at the request of two, or more, members.

Members need to be aware that most personnel issues must be discussed in sessions where the public and press should be excluded by a resolution of the committee.

All decisions will be kept in line with the approved budget.

Duties:

the committee:

- will make all appointments of staff, except the Clerk to the Council, by advertising and interviewing candidates,
- will, in the case of the appointment of the Clerk, shortlist suitable candidates for the council to consider, with any agreed recommendations,
- will carry out an annual appraisal of all the Council's employees and decide on changes to pay rates, conditions of service and job descriptions,
- will decide and agree a training scheme with all employees,.
- will deal with all grievance and disciplinary matters in the first instance and should recommend that council appoint an Appeals Panel if it is likely to be necessary.
- will consider and make recommendations relating to the wellbeing of Council members, employees and volunteers appointed by council or the committee,
- will deal with matters relating to general well-being, particularly dementia, within the Town,
- will decide on matters relating to ceremonial procedures, regalia, honorary officers, mayoral events, duties and associated matters,

- will manage the selection of appropriate persons for awards and the process of making the awards. The Committee will make nominations for awards but the final decision to put forward person(s) for an external award or to receive an award from the Council will be made by Council.

- Will produce information and guidance for new councillors and arrange appropriate induction training within Axbridge in addition to that offered elsewhere so that they are able to confidently and effectively fulfil their role as soon as possible.

- Will provide advice and support to councillors to further develop experience, skills and knowledge to enable them to contribute more comprehensively to the work of the town council.

- Will administer the "Donate It" scheme and determine applications – with a summary report being made to Council on laptops received and issued.

Adopted by Council: 12 June 2023 (minute 35.23(a) refers)

Last Reviewed by Committee : 22 May 2023 (minute 22.23PS refers)

Policy 10 Axbridge Town Council

Dress Code Policy

“All members and officers are required to wear smart casual dress when attending public meetings and events in their capacity as a representative of the Town Council”.

Adopted by Council: 12 June 2023 (minute 35.23(c) refers)

Reviewed by Personnel and Protocol Committee: 22 May 2023 (minute 23.33 PS refers)



Looking forward to
your retirement

Axbridge Town Council POLICY 11
Discretions Policy

The LGPS Regulations 2013

and

The LGPS Regulations 2014

(Transitional Provisions and Savings)

and

The LGPS Regulations 2008

(Benefits, Membership and Contributions)

Employer name: Axbridge Town Council

Policy effective from: 20th June 2016 (minute 36/16(b) refers)

These policies may be subject to review from time to time. Affected employees will be notified of any subsequent change to this Policy Statement.

Signed on behalf of: Axbridge Town Council

Signature of authorised officer: V Brice

Date: 20th June 2016

Print name of authorised officer: Victoria Leah Brice

Job title: Town Clerk and Responsible Financial Officer

LGPS 2013 & 2014 discretions

Regulation R16 (2) (e) and R16 (4) (d)

Shared Cost Additional Pension Scheme

An employer can choose to pay for or contribute towards a member's Additional Pension Contract via a Shared Cost Additional Pension Contract (SCAPC)

Policy decision

The Council would always consider the possibility – following consultation with the Personnel and Protocol Committee/Council.

Regulation R17 (1) and TP15 (1) (d) and A25 (3) and definition of SCAVC in RSch 1

Shared Cost Additional Voluntary Contribution Arrangement

An employer can choose to pay for or contribute towards a member's Additional Voluntary Contribution arrangement entered into on or after 1 April 2014 through a shared cost AVC.

An employer can choose to pay for or contribute towards a member's Additional Voluntary Contribution arrangement entered into **before** 1 April 2014 through a shared cost AVC.

Policy decision

The Council would consider the possibility but would take advice before opting and following consultation with the Personnel and Protocol Committee/Council.

Regulation R30 (6) and TP11 (2)

Flexible Retirement **

Employers may allow a member from age 55 onwards to draw all or part of the pension benefits they have already built up while still continuing in employment. This is provided the employer agrees to the member either reducing their hours or moving to a position on a lower grade.

In such cases, pension benefits will be reduced in accordance with actuarial tables unless the employer waives reduction on compassionate grounds or a member has protected rights.

Policy decision

The Council does not give blanket consent for staff in the LGPS aged 55 or over to flexibly retire and draw immediate payment of pension benefits. Requests will be referred to the Personnel and Protocol Committee/Council and assessed on their merits taking into account such factors as cost and service delivery.

Regulation R30 (8) , TP3 (1), TPSch2, Para 2(1), B30 (5) and B30 (A) (5)

Waiving of actuarial reduction

Employers have the power to waive, on compassionate grounds, the actuarial reduction (in whole or part) applied to members' benefits paid on the grounds of flexible retirement.

Employers may also waive, on compassionate grounds, the actuarial reduction (in whole or part) applied to members' benefits for deferred members and suspended tier 3 ill health pensioners who elect to draw benefits on or after age 60 and before normal pension age.

Policy decision

This may be exercised by the Personnel and Protocol Committee/Council in individual cases on compassionate grounds. Individual circumstances will be looked at according to the dictionary definition of compassion – “inclined to pity or mercy”.

Employers also have the power to waive, in whole or in part, the actuarial reduction applied to active members' benefits when a member chooses to voluntarily draw benefits on or after age 55 before age 60.

Regulation TPSch 2, para 2 (2) and 2 (3)

Power of employing authority to 'switch on' the 85 year rule

An employer can choose whether to switch on the 85 year rule for members who voluntarily retire on or after age 55 and before age 60.

An employer can also choose to waive, on compassionate grounds, the actuarial reduction applied to benefits for a member voluntarily drawing benefits on or after age 55 and before age 60.

Policy decision

This may be exercised by the Personnel and Protocol Committee/Council in individual cases on compassionate grounds. Individual circumstances will be looked at according to the dictionary definition of compassion – "inclined to pity or mercy".

Regulation R31

Power of employing authority to grant additional pension

An employer can choose to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £6,500* per annum). (*the figure of £6,500 will be increased each April under Pensions Increase Orders)

Policy decision

The Council will not exercise this discretion either in addition to or as an alternative to augmentation.

**** Flexible Retirement – Please note that if you wish to offer your members the option of flexible retirement, you will need to formulate a separate policy (please see Guidance Notes)**

Policies not required but recommended:	
R22 (8) (b) - Whether to extend the 12 month option period for a member to elect that post 31st March 2014 deferred benefits should not be aggregated with a new employment	
R22 (7) (b) - Whether to extend the 12 month option period for a member to elect that post 31st March 2014 deferred benefits should not be aggregated with an ongoing concurrent employment	
R100 (6) - Extend normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS	The Council will allow an option to transfer in previous pension rights except in cases involving potential early retirement and consequent capital costs.
R9(1) & R9(3) - Determine rate of employees' contributions and when the contribution rate will be assessed	The Council will allocate employees to the appropriate contribution rate according to pay band at 1 April each year and adjust only where there is a contractual change during the year.

LGPS 2008 discretions

To cover scheme members who ceased active membership on or after 1 April 2008 and before 1 April 2014 (no need to complete if not applicable).

Regulation B18

Flexible Retirement **

Employers may allow a member from age 55 onwards to draw all or part of the pension benefits they have already built up while still continuing in employment. This is provided the employer agrees to the member either reducing their hours or moving to a position on a lower grade.

In such cases, pension benefits will be reduced in accordance with actuarial tables unless the employer waives reduction on compassionate grounds or a member has protected rights.

Policy decision

Regulation B30

Choice of early payment of pension

B30 (2) Employers can also allow the early payment of deferred benefits to former members of the LGPS between the ages of 55 and 59.

Please note where a deferred member left the LGPS before 1 April 2008 the employer policy under the 1997 regulations will apply.

B30A(3) Employers may also grant an application for reinstatement of a suspended tier 3 ill health pension on or after age 55 and before age 60.

B30 (5) and B30A (5) In such cases, pension benefits will be reduced in accordance with actuarial tables unless the employer waives reduction on compassionate grounds or a member has protected rights.

Policy decision

Adopted by Council: 20th June 2016 (minute 36/16(b) refers)

Reviewed by Personnel and Protocol Committee: 22 May 2023 (minute 23.33 PS refers)

Policy 12 Axbridge Town Council

Equal Opportunities Statement

“The Council operates a policy of non-discrimination with equal opportunities for all.

Axbridge Town Council uphold equality and respect for all residents and visitors to the town.
As a town we actively reject any form of intolerance”

Adopted by Council: 12 June 2023 (minute 35.23(c) refers)

Reviewed by Personnel and Protocol Committee: 22 May 2023 (minute 23.33 PS refers)

Policy 16 Axbridge Town Council

Funding of Town Events

It is the policy of the Council that it does not fund events organised by independent town groups but would consider the funding of one-off specific items.

This policy to be reviewed annually.

Adopted by Council: 16th November 2009 (min 126/09(d) refers)

Reviewed by Personnel and Protocol Committee: 22 May 2023 (minute 23.33 PS refers)

Policy 18 Axbridge Town Council

Lone working policy (in conjunction with the H&S policy)

The Council will:

- Be aware of safety issues relating to working alone.
- Assess lone working risks systematically and regularly.
- Ensure that the clerk is able to recognise potential risks.
- Report and record any incidents that relate to working alone.

Any employee of the Council will, where relevant:

- Be aware of safety issues relating to working alone.
- Take reasonable care.
- Consider and assess the need for closing the office door when the downstairs venue is in use and, if the door is closed, to use the spyhole to establish who is there before opening the door.
- Keep someone, either at home or on the Council, as appropriate, aware of location, meetings, contact detail etc.
- Report any dangers, or potential danger, as they arise.
- Report and record any incidents that relate to working alone

Site security

- A chain on the front door, to be connected before opening the front door to anyone calling.
- A chain on the inside of the office door to be connected when the ground floor of the premises is in use by church personnel or other hirers
- Mobile phone to hand at all times.

Adopted by Council: 12 June 2023 (minute 35.23(c) refers)

Reviewed by Personnel and Protocol Committee: 22 May 2023 (minute 23.33 PS refers)

Policy 27 Axbridge Town Council

Succession Planning and Training Policy

Process for Nominating Mayor and Deputy Mayor

- The Mayor and Deputy Mayor are elected annually.
- The Deputy Mayor usually becomes Mayor after spending a year as Deputy and this process works well.
- Nominations for both the Mayor and Deputy Mayor are proposed, seconded and voted upon in accordance with standing orders at the March meeting of Council.
- This nomination in March is a practical step to enable the incoming Mayor (Mayor Elect) to plan for the Mayor Making ceremony and, in particular, to make the catering arrangements.
- The formal election of Mayor and Deputy Mayor takes place at the Annual Council Meeting and Mayor Making Ceremony in May. Again, the Mayor and Deputy Mayor are proposed, seconded and voted upon in accordance with standing orders. They then take office immediately.
- At the January meeting of Council, an item will be included on the agenda to enable members to express an interest in the role of Deputy Mayor for the Mayoral year beginning in May.
- On request, The Clerk will forward members interested in the position the Information Pack and Mayor's Briefing Paper.
- Interested members are encouraged to discuss the position with the current Deputy Mayor.
- Members who still wish to be considered for nomination to the position of Deputy Mayor should complete the "Expression of Interest Form" and return to the Clerk by 1 March.
- Members expressing this interest should ensure that they have a proposer and seconder for the nomination procedure at the March Council meeting.

Information Pack

The Mayor has two main roles

- To chair the monthly full council meetings of the Council and the Personnel and Protocol Committee meetings;
- To represent Axbridge Town Council and the community of Axbridge, at events both within the Town and within Somerset

The Mayor's briefing paper (attached) sets out the key roles and expectations of the Mayor. All of the appendices are available from the Clerk upon request.

To undertake this role, the Mayor, should have the following experience and skill

Being a Mayor!	
Time	<p>To have sufficient time (and energy!) to devote to being Mayor which involves</p> <ul style="list-style-type: none"> • Chairing meetings • Attending events both within and outside of Axbridge • Organising the Mayor's Banquet • Organising, alongside officers and members, the Civic Service taking the lead in the content of the service and arranging the entertainment to be provided • Close liaison with the officers (on a day to day basis)
Experience	<ul style="list-style-type: none"> • To have been the Deputy Mayor for a year, gaining first-hand knowledge and experience of the role • To have experience of chairing meetings and, ideally, attending a training session on being a good Chairman
Skills	<ul style="list-style-type: none"> • Chairmanship skills – including giving sufficient time for discussion whilst still managing time well, to adhere to the agenda and to seek advice where needed • Professional and Presentable – as a representative of both the Town Council and Town of Axbridge • Listening to and being considerate of the needs and well-being of others – including members of the public, fellow members and officers • Discretion – dealing with sensitive matters carefully

Expression of Interest Form – Position of Deputy Mayor

I can confirm that, having read the information pack and Mayor's Briefing Paper, I am interested in the position of Deputy Mayor *and will seek a proposer and seconder prior to the Council meeting in March/have sought a proposer and seconder as set out below*

Name	
Address	
Tel no.	
Email address	
Why I am interested in the role of Deputy Mayor	
<i>Name of Proposer</i>	
<i>Name of Seconder</i>	

Please return the form to the Clerk by 1 March : Mrs V Brice, PO Box 1184, Axbridge, Somerset, BS26 2WJ

Signed:

Dated:

Adopted by Council: 12 June 2023 (minute 35.23(c) refers)

Reviewed by Personnel and Protocol Committee: 22 May 2023 (minute 23.33 PS) refers)

Policy 29 Axbridge Town Council

Bullying and Harassment Statement

“We treat everyone with courtesy and respect and ask for the same in return. We ask that you treat your councillors and council staff courteously without violence, abuse or harassment.

Councillors and council staff have the right to carry out their civic duties without fear of being attacked or abused. Any behaviour whether that be verbal, physical or in writing, which causes either councillors or council staff to feel uncomfortable, embarrassed, or threatened, is totally unacceptable.

The zero tolerance policy includes abuse, aggression or threats made in person, over the telephone or in written communication, including on social media. The council considers threatening behaviour to be:

- Attempted or actual aggressive, or physical actions made towards any councillor or member of staff;
- The use of aggressive, or abusive language, (including raising of the voice, swearing, shouting or in writing) which threatens or intimidates councillors or council staff”.

This policy applies throughout all council meetings, but it also applies to any councillor or council staff away from council meetings.

Adopted by Council: 12 June 2023 (minute 35.23(c) refers)

Reviewed by Personnel and Protocol Committee: 22 May 2023 (minute 23.33 PS refers)