



RAUNDS TOWN COUNCIL

Council Offices, The Hall, Raunds, Wellingborough, Northamptonshire. NN9 6LT

Telephone: (01933) 622 087, Fax: (01933) 622 622

E-mail:- info@raunds-tc.gov.uk, Website: www.raunds-tc.gov.uk

12 March 2025

Dear Councillor,

You are summoned to attend a meeting of the **Personnel Committee of Raunds Town Council** to be held in the Council Chamber at the Town Hall, Thorpe Street, Raunds, on **Tuesday 18th March 2025 at 7.30pm**.

Press and Public welcome.

Steve Tucker

Mr Steve Tucker
Clerk to the Council.

AGENDA

- PEC35.24** To receive apologies for absence.
- PEC36.24** Notification of requests from members of the public to address the meeting in compliance with adopted protocol.
- PEC37.24** Notification of members questions in compliance with the council's standing orders.
- PEC38.24** Declarations of Interest.
- COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM.
- PEC39.24** **Minutes:** To confirm the minutes of the Personnel Committee meeting held on 19 November 2024. (Copy herewith.) (Pages 2-13)
- PEC40.24** **Policy Review:** To review the Council's Lone Worker Policy. (Copy herewith.) (Pages 14-17)
- PEC41.24** *The press and public will be excluded from the following agenda item(s) due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960.*
- PEC42.24** **Establishment Report:** To receive a confidential report from the Clerk regarding staffing. (Report herewith.) (Page 18)
- PEC43.24** **Staff Appraisals:** To review staff appraisals. (Report herewith.) (Pages 19-69)

RAUNDS TOWN COUNCIL

PERSONNEL COMMITTEE MEETING

Minutes: 19 November 2024: Start Time 7.30pm

PRESENT:

Cllr H Howell (Chairman), Cllr R Beattie, Cllr P Byrne, Cllr B Cross and Cllr L Wilkes.

IN ATTENDANCE:

S Tucker, Clerk (Minutes)

- PEC24.24 To receive apologies for absence.**
Apologies were received from Cllr M Levell.
- PEC25.24 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**
None received.
- PEC26.24 Notification of members questions in compliance with the council's standing orders.**
None received.
- PEC27.24 Declarations of Interest.**
None.
- PEC28.24 [Minutes:](#) To confirm the minutes of the Personnel Committee meeting held on 14 October 2024.**
RESOLVED that the minutes of the Personnel Committee meeting held on 14 October 2024 be confirmed as an accurate record.
- PEC29.24 Policy Review:** To review the Council's Freedom of Information Publication Scheme.

The Committee reviewed the Freedom of Information Publication Scheme and considered that it remained fit for purpose, subject to a small number of minor amendments, as shown at **Appendix 1**.

RESOLVED to recommend to Full Council that the Freedom of Information Publication Scheme, as amended, be re-adopted for a further three-year period.

Initial _____

PEC30.24 *The press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960.*

RESOLVED that the press and public be excluded due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960.

PEC31.24 **Establishment Report:** To receive a confidential report from the Clerk.

The Committee received a confidential update from the Clerk on staffing and recruitment matters.

Following a discussion it was

RESOLVED that:

- (i) **The Local Government Services Pay Agreement 2024 be noted;**
- (ii) **The changes to employer National Insurance be noted;**
- (iii) **The effects of the Pay Agreement and changes to employer National Insurance on the 2025/26 budget be considered further at agenda item PEC33.24; and**
- (iv) **No further adjustments to staff remuneration be made at the current time, to be reviewed further following the next cycle of annual appraisals.**

PEC32.24 *The press and public will be readmitted to the meeting.*

RESOLVED to readmit the press and public for the remainder of the meeting.

PEC33.24 **Budget Setting 2025/26:** To set the Personnel Committee budget for the 2025/26 financial year.

The Committee carefully reviewed its budget requirements for the 2025/26 financial year, noting in particular the cost pressures of absorbing the 2024 Local Government Services Pay Agreement and changes to employer National Insurance, as well as looking ahead to the potential impact of the 2025 Pay Agreement.

Following a discussion, it was proposed that the draft Committee budget 2025/26, as shown at **Appendix 2**, be recommended to Finance Committee.

RESOLVED that the draft Personnel Committee budget 2025/26 be recommended to Finance Committee for approval.

There being no further business the meeting concluded at 21.03pm.

Initial _____

Confirmed:.....(Chairman)

Meeting date:.....18 March 2025.....(Committee)

DRAFT

Initial _____



RAUNDS TOWN COUNCIL

Council Offices, The Hall, Raunds, Wellingborough, Northamptonshire. NN9 6LT

Telephone: (01933) 622 087

E-mail:- info@raunds-tc.gov.uk, Website: www.raunds-tc.gov.uk

Information available from Raunds Town Council under the model publication scheme

Raunds Town Council endeavours to ensure that it makes publicly available all information in going about its business, unless that information can be properly regarded as being confidential due to commercial sensitivity or because it relates to personal information regarding individuals.

This guide explains what information is readily available and how to access it. Charges made for this information are simply to recoup our costs when we provide hard copy information.

You may also be able to access other information held by the Town Council. If you require other information you should request this in writing (email acceptable) and tell us what information you need. Where the cost to the Council of providing this information would exceed £450 we may charge you or refuse your request. Costs incurred will be based on the staff time involved in retrieving or compiling the information. Staff time is charged at £25 per hour.¹ There are certain other instances where we may refuse your request. You can refer to the Information Commissioners Website for more information www.ico.org.uk

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	
Who's who on the Council and its Committees	Website Hard copy	Free Copy Fee
Information to be published	How the information can be obtained	Cost

¹ The Freedom of Information and Data Protection (Appropriate Limits and Fees) Regulations 2004

Contact details for Parish Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free Copy Fee
Location of main Council office and accessibility details	Website Hard copy	Free Copy Fee
Staffing structure	Website Hard copy	Free Copy Fee
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website)	
Annual return form and report by auditor	Website Hard copy	Free Free
Finalised budget	Website Hard copy	Free Copy Fee
Precept	Website Hard copy	Free Copy Fee
Borrowing Approval letter	Hard copy	Free
Financial Standing Orders and Regulations	Website Hard copy	Free Copy Fee
Grants given and received	Website Hard copy	Free Copy Fee
List of current contracts awarded and value of contract	Hard copy	Free
Members' allowances and expenses	Website Hard copy	Free Copy Fee

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Vision for Raunds Website Hard copy	Free Copy Fee
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free Copy Fee
Quality status	Website Hard copy	Free Copy Fee
Local charters drawn up in accordance with DCLG guidelines	Not applicable at this council	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Noticeboard	Free Free
Agendas of meetings (as above)	Website Noticeboard	Free Free
Minutes of meetings to be published with 15 working days of a meeting(as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free Copy fee
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website (within agendas) Website within minutes Hard copy	Free Copy Fee
Responses to consultation papers	Hard copy	Copy Fee
Responses to planning applications	Website (within minutes) Website (ENG NNC planning portal) Hard copy	Free Copy Fee

Information to be published	How the information can be obtained	Cost
Bye-laws	Not applicable at this council	
Dog control orders	Website Hard copy	Free Copy fee
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers (within financial regulations) Code of Conduct Policy statements	All are available on our website Or Hard copy	Free Copy fee
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Inspection Only All are available on our website Or Hard copy	Free Free Copy Fee
Information security policy	Website Hard copy	Free Copy fee

Information to be published	How the information can be obtained	Cost
Records management policies (records retention, destruction and archive)	Website Hard copy	Free Copy fee
Data protection policies	Website Hard copy	Free Copy fee
Schedule of charges (for the publication of information)	Website Hard copy	Free Copy fee
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Website	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	NOT HELD	
Register of members' interests	Website Hard copy	Free Copy Fee
Register of gifts and hospitality	Website Hard copy	Free Copy Fee
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Not applicable at this council	

Information to be published	How the information can be obtained	Cost
Burial grounds and closed churchyards	Website Hard copy	Free Copy Fee
Community centres and village halls	Website Hard copy	Free Copy Fee
Parks, playing fields and recreational facilities	Website Hard copy	Free Copy Fee
Seating, litter bins, clocks, memorials and lighting	Website Hard copy	Free Copy Fee
Bus shelters	Not applicable at this council	
Markets	Website Hard copy	Free Copy Fee
Public conveniences	Website Not applicable at this council Hard copy	Free Copy Fee
Agency agreements	Hard copy	Copy Fee
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy	Free Copy Fee
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

~~Kate Houlihan~~ Steve Tucker

Town Clerk
Raunds Town Council
Thorpe Street
Raunds
Northants
NN9 6LT

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost *
	Photocopying @20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation The Freedom of Information and Data Protection (Appropriate Limits and Fees) Regulations 2004)
Other		

* the actual cost incurred by the public authority

Reviewed April 2015, Amended October 2018, **Amended November 2024**
To Be reviewed Tri-Annually

Annual Budget - By Committee (Actual YTD Month 8)

Note: APPENDIX 2 - DRAFT BUDGET 2025/26

		<u>2023/24</u>		<u>2024/25</u>				<u>2025/26 (DRAFT)</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Personnel Committee</u>										
<u>340</u>	<u>Personnel</u>									
4000	Salaries (Hall)	134,691	130,395	147,000	70,147	117,449	0	159,500	0	0
4005	Salaries (Temp Staff)	0	4,748	5,000	1,595	2,734	0	2,000	0	0
4014	NI TH Employer Contributions	7,200	13,322	11,000	6,872	10,035	0	19,500	0	0
4015	Pension Costs Employer Cont.	39,614	32,384	44,000	21,374	36,635	0	38,300	0	0
4020	Car & Expenses Allowances	1,100	569	750	518	783	0	750	0	0
4021	Councillor Training	0	0	500	0	0	0	500	0	0
4030	Staff Training	3,300	2,135	3,500	1,038	1,779	0	1,500	0	0
4033	Clerk's Training & Development	0	0	1,000	815	1,397	0	1,000	0	0
4035	Payroll Charges	440	880	1,050	584	1,166	0	1,200	0	0
4040	Recruitment	3,300	3,000	3,500	0	0	0	400	0	0
4045	Protective Clothing	330	280	350	122	209	0	350	0	0
	Overhead Expenditure	<u>189,975</u>	<u>187,714</u>	<u>217,650</u>	<u>103,065</u>	<u>172,187</u>	<u>0</u>	<u>225,000</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(189,975)</u>	<u>(187,714)</u>	<u>(217,650)</u>	<u>(103,065)</u>	<u>(172,187)</u>		<u>(225,000)</u>		
	Personnel Committee - Income	0	0	0	0	0	0	0	0	0
	Expenditure	189,975	187,714	217,650	103,065	172,187	0	225,000	0	0
	Movement to/(from) Gen Reserve	<u>(189,975)</u>	<u>(187,714)</u>	<u>(217,650)</u>	<u>(103,065)</u>	<u>(172,187)</u>		<u>(225,000)</u>		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 8)

Note: APPENDIX 2 - DRAFT BUDGET 2025/26

	<u>2023/24</u>		<u>2024/25</u>				<u>2025/26 (DRAFT)</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	0	0	0	0	0	0	0	0	0
Expenditure	189,975	187,714	217,650	103,065	172,187	0	225,000	0	0
Movement to/(from) Gen Reserve	<u>(189,975)</u>	<u>(187,714)</u>	<u>(217,650)</u>	<u>(103,065)</u>	<u>(172,187)</u>		<u>(225,000)</u>		



RAUNDS TOWN COUNCIL

Council Offices, The Hall, Raunds, Wellingborough, Northamptonshire. NN9 6LT
Telephone: (01933) 622 087

E-mail:- info@raunds-tc.gov.uk, Website: www.raunds-tc.gov.uk

LONE WORKER POLICY

1. Policy Statement

From time to time some Council employees are expected to work alone, whilst for others, lone working is normal. Working alone is not necessarily unsafe but there are circumstances where lone working can increase the risks. An example where risk is increased would be electrical maintenance, where in the event of electrocution the lone worker would not be able to call for assistance. Another example would be an employee of the Council receiving a visitor when that person was known to have a history of violence.

The Town Clerk and the Operations Manager are operationally responsible for assessing the risks to lone workers and taking steps to avoid or control the risks where necessary.

There are no specific regulations regarding lone working, although the general provisions of Section 2(i) do apply, and the risk assessment required under regulation 3 of the Management of Health and Safety at Work Regulations 1992 would need to include a consideration of any extra risks to lone workers. The Health and Safety Executive have produced guidance for employers on ensuring safety for lone workers. Raunds Town Council recognises that there may be increased risks to staff who are required to work alone. The implementation of this policy should help to reduce these risks.

2. Organisation and Arrangements

In situations where out-of-hours lone working is expected, a log will be kept of persons known to be working alone in circumstances where they face increased risks. This may take the form of a book, board or other suitable means of recording information. The information to be recorded must include:

- name,
- working location or destination,
- contact phone number (or mobile number),
- time of departure,
- expected time of return.

Details should also be kept of any special instructions such as any checks to be made on the lone worker and frequency of call-ins to be made by the lone worker to base. Office staff will co-ordinate lone worker information and monitor the log to ensure that appropriate action is taken if someone is more than 30 minutes overdue (past their expected return time). In the event of becoming aware that a lone worker is overdue, designated office staff should take reasonable steps to determine the reason.

Steps may include:

- ringing the missing person's telephone or mobile telephone,
- sending other staff to investigate,
- contacting the missing persons home number (but do not alarm relatives),
- notifying the police, as appropriate,
- ensure staff are aware of the existence of the scheme for recording, reporting and sharing information on lone workers.

Office Staff will check the log 30 minutes before the end of their day to ensure that all lone workers are accounted for.

3. Lone workers

Lone workers must:

- record details of their lone working spells in the office log.
- telephone the office at prearranged times (if any) and if they expect to exceed their expected time of return (recorded in office log).
- ensure that they carry any mobile telephone supplied for their use.
- take reasonable care not to put themselves at undue risk. Where employees feel that they would be at particular risk unless additional precautions are taken, they should discuss this with their line manager.
- report any potentially or actually unsafe incidents.
- in the event of an accident, complete an accident report form.

Ensure that you are properly trained and have the skills and knowledge to do your job safely and without risks to health. If you feel that you need extra training, then discuss this with your line manager.

GUIDANCE FOR EMPLOYEES:

Ask yourself the following question if your gut feeling is that something is seriously wrong: "*Should I be here, is it safe to remain, should I seek assistance?*"

If you feel yourself to be in a serious and imminent dangerous situation, such as...

- working at height with no edge protection or safety harness,
- using machinery that is unsafe or inadequately guarded,
- or in danger of being physically assaulted,

...remove yourself to a place of safety, and inform your line manager of this and the reasons for taking such steps.

If in doubt, leave.

Advice and guidance for employees who work alone or in isolated conditions

When you are away from your normal base or alone, the consequences from work hazards can be more severe than the normal case. The intention is that lone workers should not be at more risk than other workers, and the Town Council will consider whether any extra risk control measures are needed through a risk assessment process.

You should make yourself aware of any risk assessments/safe systems of work (procedures) required for your particular activity, and any control measures introduced.

Make sure that you have information about any site you are visiting and any known problem person(s) you may encounter.

If you feel, before starting work, that there may be unacceptable risks present, you should inform your line manager and seek clarification or advice.

Safety when approaching or opening a workplace/site

When approaching the workplace, be alert. If you see a broken window, signs of forced entry, or insecure door assume that someone is on the premises.

Go to a safe place and telephone the police immediately.

Inform your line manager if necessary.

Do not go into the workplace to use the telephone.

On site visits, be aware of any hidden dangers such as dogs roaming free.

Safety when leaving or closing a workplace

Check the premises are secure before you leave.

Look outside to check that no one is hanging around.

If you see someone prowling or lurking outside, do not go out alone to check, stay inside and telephone the police.

If you are usually collected by car, wait until it arrives before going out.

Similarly, if you are travelling by public transport, do not leave the workplace so early that you have to wait a long time for the bus or train.

Try to support any colleague who has to close up a building, for example after a public meeting, by staying with them until you can leave together.

When leaving premises following a visit, ensure that your exit is clear.

Practical points in dealing with possible conflict situations:

Park your car so that it can be driven away easily.

Park in a well-lit area near other vehicles if possible.

Stay alert and assess the situation and mood of people.

Note any objects/items that could be used as a defensive measure.

On site visits, stand/sit nearest to the exit.

Avoid being hemmed in by people or furniture.

If the situation changes and you feel threatened, make an excuse and leave.

Back away rather than turning your back on the person.

If physically threatened, try to use a barrier such as a table/chair (not as a weapon, but as a defensive measure).

Adopted 1st September 2008. Reaffirmed April 2013, Reaffirmed December 2016.
Re-adopted October 2018, Reaffirmed July 2020. Reaffirmed March 2023.

To be reviewed biennially.