



**MEMBERS OF ODIHAM PARISH COUNCIL STAFFING COMMITTEE
ARE SUMMONED TO ATTEND THE STAFFING COMMITTEE MEETING WHICH WILL
BE HELD IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
ON 5th OCTOBER 2022 COMMENCING AT 11am**

30th September 2022

Andrea Mann, Parish Clerk

Committee Membership: Cllrs McFarlane (Chair), Coleman, Seabrook and Verdon

- | | |
|----------------|---|
| SC01/22 | To receive apologies for absence |
| SC02/22 | To receive declarations of interests and requests for dispensation relating to any item on the agenda. |
| SC03/22 | Chairs Announcements |
| SC04/22 | Approval of Minutes To APPROVE the minutes of the extraordinary Staffing Committee meeting held on 6 th April 2022 (SC21-34/21). |
| SC05/22 | Staffing Committee Annual Schedule (page 3) To review the Staffing Committee Annual Schedule updated at the previous meeting, note completed actions and matters for discussion at the meeting. |
| SC06/22 | Equality and Diversity Policy (pages 4-7) To review and agree the draft Equality and Diversity Policy, based on the SLCC model, for recommended adoption by full Council. |
| SC07/22 | Date of the next meeting Scheduled 05.04.22. |
| SC08/22 | To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential staff related matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1. |
| SC09/22 | General Update To receive a verbal update report from the Clerk including a staff appraisal and discussion on the recruitment of a Deputy Clerk. |
| SC10/22 | Staffing Budgets (page 8) To review the 2022/23 half year position and end of year forecast. |



- SC11/22 Hampshire Pension Fund - Town and Parish Councils Group (pages 9-10)**
To review correspondence from the Hampshire Pension Fund and consider OPC's policy whether to remain within the Hampshire Pension Scheme for existing and new employees, thus accepting the employer contribution rate as determined by scheme the actuary.
- SC12/22 Staff Pay Awards (refer to page 8)**
To consider recommended pay awards following staff appraisals.
- SC13/22 2023/24 Staffing Budget (refer to page 8)**
To agree 2023/24 staffing budget to be included in the 2023/24 budget setting process.

FC - Full Council, SC - Staffing Committee, FiC - Finance Committee, C - Councillor, PC - Parish Clerk, SCC - Staffing Committee Chairman, OPCC -

[illegible]



Odiham
Parish Council

EQUALITY AND DIVERSITY POLICY

Adopted on ??

1. Introduction

- i) Odiham Parish Council is an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.
- ii) We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.
- iii) The Parish Clerk has particular responsibility for implementing and monitoring the Equality and Diversity in Employment Policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.
- iv) All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Parish Council
- v) Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in the Parish Council as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with the senior management team, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Parish Council Council.

2. Our Commitment as an Employer

- i) To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- ii) Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- iii) Training, development and progression opportunities are available to all staff.
- iv) Equality in the workplace is good management practice and makes sound business sense.
- v) We will review all our employment practices and procedures to ensure fairness.

3. Our Commitment as a Service Provider

- i) We aim to provide services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.
- ii) We will make sure that our services are delivered equitably and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.
- iii) This policy is fully supported by the senior management team.
- iv) This policy will be monitored and reviewed annually.
- v) We have clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- vi) Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

4. Equal Opportunity Policy Statements

AGE

We will:

- ensure that people of all ages are treated with respect and dignity;
- ensure that people of working age are given equal access to our employment, training, development and promotion opportunities; and
- challenge discriminatory assumptions about younger and older people.

DISABILITY

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities;
- challenge discriminatory assumptions about disabled people; and
- seek to continue to improve access to information by ensuring availability of: loop systems; Braille facilities; alternative formatting; and sign language interpretation.

RACE

We will:

- challenge racism wherever it occurs;
- respond swiftly and sensitively to racists incidents; and
- actively promote race equality in the Parish Council.

GENDER

We will:

- challenge discriminatory assumptions about women and men;
- take positive action to redress the negative effects of discrimination against women and men;

- offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same; and
- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment.

SEXUAL ORIENTATION

We will:

- ensure that we take account of the needs of lesbians and gay men; and
- promote positive images of lesbians, gay men and bisexuals.

RELIGION OR BELIEF

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible; and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

PREGNANCY OR MATERNITY

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity;
- challenge discriminatory assumptions about the pregnancy or maternity of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

MARRIAGE OR CIVIL PARTNERSHIP

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
- challenge discriminatory assumptions about the marriage or civil partnership of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' marriage or civil partnership.

EX-OFFENDERS

We will:

- prevent discrimination against our employees regardless of their offending background (except where there is a known risk to children or vulnerable adults).

EQUAL PAY

We will:

- ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

Clerk

From: Pensions Employer Services <pensions.employer@hants.gov.uk>
Sent: 24 August 2022 17:08
To: Pensions Employer Services
Subject: Hampshire Pension Fund - Town and Parish Councils Group
Attachments: Town and Parish Council Workshop - 28 May 2019 FINAL.pdf; TPC FAQ 2019.pdf

****This communication has been sent to the High level authorised contacts that we hold for your organisation. Please pass this on as appropriate ****

Dear Colleague,

We are working with our Actuary on the valuation of the Fund as at 31 March 2022. This assesses the financial position of the Fund and its employers and is used to set employer contributions from 1 April 2023 to 31 March 2026. I am contacting you regarding your organisation's option to continue to participate in the Town and Parish Councils Group at the 2022 Hampshire LGPS Fund valuation.

You do not need to take any action at this point – the purpose of this email is simply to provide you with the background information as a reminder so that you are well positioned to make an informed choice later in the year.

I would also like to encourage you to attend the Annual Employer Meeting on 12 October 2022 for which invitations will be sent in September. We are planning to run a Town and Parish Council session in the afternoon with the Fund Actuary to provide a recap on how contribution rates are set for the group and to provide you with an opportunity to ask questions.

If you have any queries in the meantime then please email pensions.employer@hants.gov.uk

The remainder of my email sets out the background to the Town and Parish Council group within the Hampshire Pension Fund and the timetable for making a decision on participation.

Background

Historically the Hampshire Pension Fund (HPF) grouped employers together for funding purposes with each employer in the group paying a common rate. At the 2019 valuation, the scheduled body group (which had included all scheduled and resolution bodies) was disbanded and instead all long-term secure scheduled body employers were given their own contribution rate. Town and Parish Councils tend to have a very small employee membership and the Actuary advised that their contributions could be very variable over time if they all had their own individually assessed contribution rate. It was therefore decided to put in place a Town and Parish Councils (TPC) group such that these relatively small employers could continue to benefit from sharing funding costs/risks with a wider pool. This will help keep contributions for TPCs more stable, which is one of the key objectives of our funding strategy.

This was a significant change to the way in which employer contribution rates were calculated and HPF committed to providing TPCs with an option to leave the group and instead have their own rate calculated. No TPC took up this option at the 2019 valuation.

Attached to this email are the workshop slides and FAQs which were shared with TPCs in 2019 and give the detail on the approach that was put in place at the 2019 valuation.

Timetable for 2022 valuation

Whilst the default is that TPCs will be grouped in the actuarial valuation, the current Funding Strategy Statement (FSS) states that TPCs do not have to remain in the Group and will be given an opportunity in each valuation cycle to leave the Group and have an individual rate calculated. The individual rate will not be calculated for a TPC unless the irrevocable decision to leave the Group is taken – this is to ensure that the decision is being taken on principle and is not swayed by a short term view of contribution rates.

Following feedback in 2019, HPF has agreed with the Fund Actuary that TPCs will be able to make their decision on remaining in the Group after receiving the Group contribution result for the 2022 valuation in the Autumn. It is the intention that the group result (in terms of employer contributions from 1 April 2023 to 31 March 2026) will not be recalculated should any individual TPCs leave at this valuation, although this will need to be kept under review.

The 2022 valuation timetable is set out below.

| Date | Event |
|----------------------|---|
| 24 August 2022 | This email to TPCs with outline timetable for valuation |
| 12 October 2022 – am | AEM for all employers |
| 12 October 2022 – pm | TPC session with Fund Actuary |
| 4 November 2022 | Deadline for Fund Actuary to provide draft TPC group contribution rate |
| 2 December 2022 | Deadline for TPC to notify us if you wish to leave the TPC Group |
| 31 December 2022 | Confirmation of employer contribution rate for TPC group and any individual TPC rates |

Kind regards,

Employer Services

Hampshire Pension Services

E-mail: pensions@hants.gov.uk | **Web:** www.hants.gov.uk/pensions

Hampshire Pension Services, The Castle, Winchester, SO23 8UB

How are we doing? Click [here](#) to let us know.

Have you registered to view your pension details on our Member Portal?

