



Seaford Town Council

To the Members of the Personnel Committee

A meeting of the of the **Personnel Committee** will be held at **37 Church Street, Seaford** on **Monday 18th September 2017** at **7.00pm** which you are summoned to attend.

James Corrigan
Town Clerk
13th September 2017

AGENDA

1. **Apologies for Absence**
2. **Disclosure of Interests**

To deal with any disclosure by Members of any discloseable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. **Staff Rewards Scheme**

To consider [REDACTED] report 61/17 regarding the details of a self-funding rewards scheme for qualifying members of staff (pages 2 to 5).

For further information about items appearing on this Agenda please contact:

James Corrigan, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: admin@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Circulation: Councillors S Adeniji, P Boorman, L Freeman, R Honeyman, A Latham and P Lower.

For Information: Councillors D Argent, M Brown, D Burchett, B Burfield, J Elton, N Freeman, T Goodman, R Hayder, O Honeyman, P Lower, A McLean, L Wallraven, M Wearmouth, B Webb and C White.



Seaford Town Council

Report 61-17

Agenda Item No: 3
Committee: Personnel
Date: 18th September 2017
Title: Staff Rewards Scheme
By: James Corrigan, Town Clerk
Purpose of Report: To present details of a proposed Staff Rewards Scheme for the Committee to consider.

Recommendations

You are recommended:

1. To recommend Full Council agrees to introduce a self-funding Staff Rewards Scheme as per the report.
-

1. Information

- 1.1 The Committee has previously indicated that it would like to introduce a staff rewards scheme. Officers were tasked with presenting a draft scheme to this Committee at the Personnel Committee meeting on 8th August.
- 1.2 Attached at Appendix A is a draft Staff Rewards Policy for consideration, together with a flow chart demonstrating how the scheme works.
- 1.3 The scheme is aimed at encouraging exceptional performance by the Council staff to meet and exceed targets. This is achieved by encouraging individuals to perform beyond targets and to encourage team work within teams as well as team work between individual teams.
- 1.4 The potential individual payments to employees are equal across the organisation. Employees receive a self-financing reward if their team exceeds targets and also contributes to the Council-wide rewards scheme where it shares the whole pool with other qualifying staff.

2. Financial Appraisal

- 2.1 The creation of the policy has no financial impact. The implementation of the policy has a positive but unknown financial impact. No payments will be made unless financial targets are surpassed. When this occurs approximately 55% of the excess performance will be received by the Council. Where there is non-achievement of exceeding financial targets no payments will be made resulting in a zero impact of finances as a result of this policy.

3. Contact Officer

The Contact Officer for this report is James Corrigan, Town Clerk.

Town Clerk



Seaford Town Council

Staff Rewards Policy

1 Purpose:

Seaford Town Council recognises the contribution all of its workforce make to achieving the objectives of the Council for the Town.

The purpose of this policy is to recognise these contributions where targets are exceeded and service delivery is exceptional.

The policy is also aimed at motivating employees to make exceptional contributions to the Council's services and overall performance.

The policy also encourages support from one sub-team to another by sharing the majority of any rewards budget across the Council. This also recognises that some sections of the Council have a greater ability to generate surplus income.

2 Scope:

This policy applies to all employees of the Council, including temporary employees, with the exception of casual workers who work on an ad hoc basis but are performance managed and rewarded in other ways.

Roles that form part of the staff structure but that are carried out by an individual on a self-employed basis will be eligible to qualify under the scheme, such as the Golf Professional and Responsible Finance Officer.

3 Individual Achievements:

To qualify to be included in the annual rewards scheme an employee must have;

- a. Achieved a good appraisal;
- b. No formal conduct issues during the financial year;
- c. Achieved all appraisal targets or have these discounted due to external factors or agreed changes in priorities;
- d. Been employed by the Council since the previous April the 1st to qualify for a full share, anything less is awarded on a pro rata basis by the number of months worked, with a minimum of three months worked at the financial year end;
- e. Been in the employment of the Council and not working a notice period when the rewards are awarded;
- f. A good attendance record, to be determined by the Personnel Committee;
- g. Been approved as a qualifying for the rewards scheme by the Personnel Committee.

Employees working less than full time will be rewarded on a pro-rata basis.

The targets set in an appraisal will be realistic and measurable and in accordance with the Council's Appraisal Policy.

4 Team Performance:

The Council staff team is made up of four sub-teams namely;

Corporate Management

Community Services

Seaford Head Golf Course

The View

Each sub-team will be set annual targets. Some of these will be financial so will contribute to the rewards scheme if exceeded; some will be targets to achieve non-financial goals, which will contribute to the sub-team qualifying for inclusion in that year's scheme.

Where a positive financial target is set, if this is exceeded 3% of the excess performance is allocated to each qualifying member of that sub-team, as per the qualifying criteria in section 3. In addition to this, 30% of the excess performance will be allocated to the overall rewards budget.

Sub-team targets are set by the Personnel Committee for the beginning of each financial year. These must be in line with corporate targets, be realistic and measurable.

If a sub-team achieves 75% of its targets its members can be included in the overall rewards budget, at the discretion of the Personnel Committee. This may be as 100% recipients of an equal share of the overall rewards budget or as a lesser percent if the Personnel Committee so determines for each individual concerned. If a sub-team achieves less than 75% of valid targets, team members cannot be considered for inclusion in the overall rewards budget for that year.

5 Overall Rewards Budget:

The overall rewards budget will be shared equally to all qualifying members of staff, unless allocated a smaller percentage by the Personnel Committee or receiving a pro-rata amount due to length of service or part time hours. This requires an individual to meet all the measures within section 3 as well as being within a sub-team agreed for inclusion by the Personnel Committee.

The Personnel Committee will allocate the final staff rewards budget to all qualifying employees in accordance with the Staff Rewards Policy.

Adopted: October 2017

Review: October 2020

STAFF REWARDS SYSTEM OUTLINE



