



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Personnel Committee held on Thursday 8th December 2022 at 6.00pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor Miss R A Evans BEM (Town Mayor) (Chairman), Councillor G J Davis (Deputy Town Mayor), Councillors Mrs. K Brownhill, Mrs. J M Martin, J Tivnan BEM and the Town Clerk & RFO (Clerk).

				ACTION
29-22Pers Apologies for absence There were no apologies for absence.				
30-22Pers Declarations of Interest relating to items on the Agenda None.				
31-22Pers Minutes of the previous meeting It was resolved that the minutes of the Personnel Committee meeting held on Thursday 8 th September 2022, the Extraordinary Personnel Committee meetings held on Tuesday 27 th September 2022 and Monday 31 st October 2022 were taken as read and signed by the Chairman.				
32-22Pers Council Staffing a) Council Staffing Report: - The Clerk presented the current NJC (National Joint Council for Local Government Services) Spinal Point/Pay Grade and Contracted Hours as at December 2022, which is copied here. This includes a proposal NJC Spinal Point increases, where indicated, to be effective from 1 st April 2023.				
NO. OF STAFF	JOB ROLE	NO. CONTRACTED HRS	NJC* SPINAL POINT	PROPOSED NJC* SPINAL POINT from 1 April 2023
1	Facilities Operative	20/37	2	3
1	Caretaker/Enforcement Officer	30/37	6	6
2	Caretaker/Enforcement Officer	16/37	6	6
1	Caretaker/Enforcement Officer	16/37	4	6
1	Community Hub & Library Support Assistant	26.5/37	4	5
1	Community Hub & Library Support Assistant	22/37	4	5
1	Community Hub & Library Support Assistant	15/37	4	5
1	Town Council Support Officer	37/37	7	7
1	Community Hub & Library Manager	37/37	17	18
1	Operations Manager	37/37	20	21
1	Town Clerk & RFO	37/37	39	40
12	TOTAL			

<p>were no further updates, as the Clerk had explained at the recent Finance and Operations Committee meeting, there is an expected overspend on the salaries budget, as a result of the recently approved pay offer.</p> <p>b) Update – National Association of Local Councils (NALC) notified by the Local Government Association (LGA) agreement on the 2022/23 offer pay offer, with additional terms of the agreement: -</p> <p>The Clerk updated Members, explaining that with effect from 1st April 2023, there is an increase of one day to all employees’ annual leave entitlement.</p>	Clerk
<p>35-22Pers Items Referred to this Committee None.</p>	
<p>36-22Pers Correspondence None.</p>	
<p>37-22Pers Climate Emergency Action Plan</p> <p>a) The Clerk detailed the response from Cornwall Council regarding the Town Council employees’ not having “automatic access” to the benefits offered to Cornwall Council employees. However, should this council wish to look into joining the scheme, an SLA (Service Level Agreement) providing access to the online portal and voucher access and some (or all) of the salary sacrifice schemes, would cost £250.00 per annum access fee for administration, plus the agreed keeping of Employer NI savings. Following discussion, it is recommended that should the Clerk receive a request from an employee to join the scheme to access any of these benefits, then the council would set up the SLA, at a current charge of £250.00.</p>	Council
<p>38-22Pers Date of next meeting Thursday 9th March 2023.</p>	
<p>39-22Pers Any Business that has been disclosed to the Chairman and members prior to the meeting.</p> <ul style="list-style-type: none"> ➤ The Chairman (Councillor Miss R A Evans BEM) asked Members to consider whether this council could consider an opportunity from Oakwood College to work with their students to provide volunteering and work experience opportunities. Members were keen to follow this up, particularly in the Library and Community Hub, also the Operations Team and in the council offices. 	Clerk
<p>Meeting closed at 6.38pm _____ Chairman</p>	