

## **TORPOINT TOWN COUNCIL**

**MINUTES** of a meeting of the Personnel Committee held on Thursday 8<sup>th</sup> 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	71012011
	o apologies for absence.	
30-22Pers	Declarations of Interest relating to items on the Agenda	
None.		
31-22Pers	Minutes of the previous meeting	
It was <b>resolved</b> that the minutes of the Personnel Committee meeting held on Thursday 8 <sup>th</sup> September 2022, the Extraordinary Personnel Committee meetings held on Tuesday 27 <sup>th</sup>		
September 2	022 and Monday 31st October 2022 were taken as read and signed by the	
Chairman.		
32-22Pers	Council Staffing	
a) Council Sta	affing Report: -	
The Clerk nre	esented the current NIC (National Joint Council for Local Government Services)	

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<sup>st</sup> April 2023.

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NO.	JOB ROLE	NO. CONTRACTED	NJC* SPINAL	PROPOSED
OF		HRS	POINT	NJC* SPINAL
STAFF				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	26.5/37	4	5
	Support Assistant			
1	Community Hub & Library	22/37	4	5
	Support Assistant			
1	Community Hub & Library	15/37	4	5
	Support Assistant			
1	Town Council Support Officer	37/37	7	7
1	Community Hub & Library	37/37	17	18
	Manager	-		
1	Operations Manager	37/37	20	21
1	Town Clerk & RFO	37/37	39	40
12	TOTAL			



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Members considered the proposed NJC Spinal Point increases, the Chairman (Councillor Miss R A Evans BEM) made the proposal, Councillor Mrs. J M Martin seconded the proposal and it is <b>recommended</b> to increase the NJC Spinal Points, for the job role/employees where shown in <b>bold</b> in the table above.	Council
<ul> <li>The Clerk gave a verbal update on the council staffing which included: -</li> <li>Organisational structure and design, including the benefit to the Operations Team with the recent change in contracted hours for the Seasonal Caretaker, who is now working 12 months of the year.</li> <li>Significant recent employees sickness, within the Operations Team and also at the Library and Community Hub, has increased the need for staff to work overtime, as well as increased support from volunteers at Library and Community Hub, with annual leave continuing to be taken. Support being offered to employees on return to work was discussed.</li> </ul>	
<ul> <li>The Clerk detailed the overtime undertaken, highlighting there are currently no concerns.</li> <li>With the resignation of the former Town Council Support Officer (TCSO), following job advertisement and recruitment, the council is pleased to welcome Harriet Bastin who has commenced the full time position, spine point as per schedule already agreed and who is looking forward to attending her first council meeting.</li> <li>All employees, except the Library and Community Hub Manager and the recently appointed TCSO have undertaken Manual Handling training. Councillor J Tivnan BEM gave valuable guidance about how now to ensure this training is implemented in the day to day activities of the council.</li> <li>Councillor Mrs J M Martin and the Clerk recently attended the 3 yearly Pension actuarial valuation of the Cornwall Pension Fund with the future financial implications/contribution rates to the Town Council explained in a separate meeting. It is good news for Torpoint Town Council, with no significant increase from 1st April 2023 – 31st March 2026. The average employee contribution rates will be 6.1% of pay.</li> <li>The Clerk is continuing to update her CPD (Continuous Professional Development) points and will maintain SLCC Fellow status.</li> <li>The Clerk and Operations Manager are continuing to discuss the opportunities for the Operations Manager to undertake the CiLCA qualification, commencing in January 2023.</li> <li>Staff Performance Reviews are all complete and staff have been taking their annual entitlement.</li> </ul>	Clerk
33-22Pers Policies Reviewed by this Committee  a) Updated Pay and Conditions Policy: - This policy had not been updated in time for the meeting and it is agreed to defer consideration to the next meeting. Discussion ensued regarding the council becoming a Real Living Wage Employer, the Clerk with Councillor Mrs. J M Martin will undertake research into the same and give feedback.	Clerk/ Cllr Martin
34-22Pers To consider the Council Business Risk Management a) Budget Variance – Committee Responsibilities: - The Mid-November 2022 Budget Variance, as previously circulated, was reviewed and there	



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.				
b) Update – National Associaton of Local Councils (NALC) notified by the Local Government				
Assocation (LGA) agreement on the 2022/23 offer pay offer, with adtional terms of the				
agreement: - The Clerk undated Members, explaining that with effect from 15 April 2022, there is an increase	Clerk			
The Clerk updated Members, explaining that with effect from 1 <sup>st</sup> April 2023, there is an increase of one day to all employees' annual leave entitlement.				
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35-22Pers Items Referred to this Committee None.				
36-22Pers Correspondence				
None.				
37-22Pers Climate Emergency Action Plan  37-22Pers Cloude detailed the response from Corporal Council regarding the Town Council				
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 <b>recommended</b> that	Council			
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.				
38-22Pers Date of next meeting				
Thursday 9 <sup>th</sup> March 2023.				
39-22Pers Any Business that has been disclosed to the Chairman and members				
prior to the meeting.	Clauli			
➤ The Chairman (Councillor Miss R A Evans BEM) asked Members to consider whether this	Clerk			
council could consider an opportuntity 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.				
Meeting closed at 6.38pm Chairman				