



**TORPOINT TOWN COUNCIL**

**MINUTES** of a meeting of the Extraordinary Personnel Committee held on Monday 30<sup>th</sup> October 2023 at 6.30pm in the Mayor’s Parlour, 1-3 Buller Road, Torpoint.

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

	<b>ACTION</b>
<p><b>24-23Pers Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor G J Davis (Town Mayor).</p>	
<p><b>25-23Pers Declarations of Interest relating to items on the Agenda</b> None.</p>	
<p><b>26-23Pers To consider Staffing Budget 2024/25: - To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting.</b></p> <p>The Clerk presented the confidential paper which had been circulated in advance.</p> <p>The Chairman (Councillor Mrs. J M Martin) made the proposal, seconded by Councillor J Tivnan BEM and it was <b>resolved</b> that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting due to the confidentiality of <b>part of the discussion</b>.</p> <p>a. The Clerk highlighted the Pay Award for 2023/24 is awaited and is currently unknown.</p> <p>b. Announcement made on 24<sup>th</sup> October 2023, those employers who have signed up to the Real Living Wage scheme, of which there are 14,000 nationally, commit to pay their staff at the figure the Living Wage Foundation concludes from research to be sufficient to cover every day costs. The increase is from £10.90 to £12.00 an hour outside London. This will take effect from 1<sup>st</sup> April 2024. As a Real Living Wage (RLW) employer, Torpoint Town Council is signed up to be a RLW employer and it is therefore <b>recommended</b> to continue to sign up to be a Real Living Wage employer for the next financial year 2024/25.</p> <p>c. Following discussion, it is <b>recommended</b> to award the Operations Manager an increase in one NJC spinal point, upon successful completion of CILCA, in 2024.</p>	<p><b>Council</b></p> <p><b>Council</b></p>

d. Following discussion, it is **recommended** to increase the current NJC spinal points for the employees of the council, with effect from 1<sup>st</sup> April 2024, as detailed below: -

NO. OF STAFF	JOB ROLE	NO. CONTRACTED HRS	CURRENT NJC* SPINAL POINT	NJC* SPINAL POINT RANGE	NJC* SPINAL POINT from 1 April 2024
1	Facilities Operative	20/37	4	5-9	5
1	Caretaker/ Enforcement Officer	30/37	6	7-12	7
3	Caretaker/Enforcement Officer	16/37	6	7-12	7
1	Community Hub & Library Support Assistant	26.5/37	5	4-6	6
1	Community Hub & Library Support Assistant	22/37	5	4-6	6
1	Community Hub & Library Support Assistant	15/37	4	4-6	5
1	Town Council Support Officer	37/37	7	7-12	9
1	Community Hub & Library Manager	37/37	18	17-23	19
1	Operations Manager	37/37	21	18-23	22
1	Town Clerk & RFO	37/37	40	37-43	41
<b>12</b>	<b>TOTAL</b>				

\*NJC – National Joint Council for Local Government Services

d. With these spinal point increases, the proposed staffing budget for these proposals for 2024/25 is detailed below and it is therefore **recommended** to include the amount of **£330,280.48**, in the budget, which is an 8.1% increase on the salaries budget for 2023/24.

	£313,062.06	
	Add 5.5% pay increase 24/25	
	£330,280.48	
	£303,500.00	
	£26,780.48	
	0.081084048	8.1% increase on 2023/24

Meeting closed at 6.58pm \_\_\_\_\_ Chairman

**Council**

**Council**