



TORPOINT TOWN COUNCIL

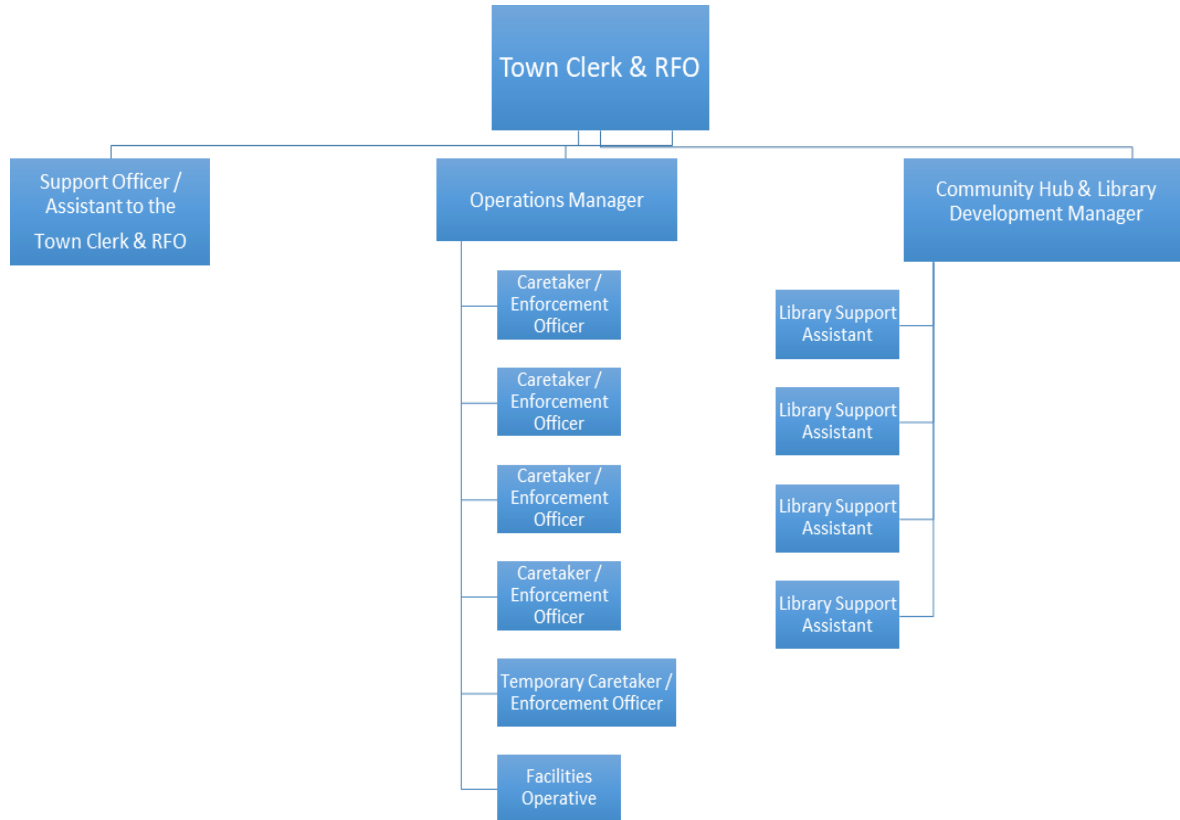
MINUTES of a meeting of the Personnel Committee held on Tuesday 22nd October 2024 at 8.00pm in the Council Committee Room, York Road, Torpoint.

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

	ACTION
<p>23-24Pers Apologies for absence None.</p>	
<p>24-24Pers Declarations of Interest relating to items on the Agenda None.</p>	
<p>25-24Pers To consider the council Staffing Budget for 2025/26 Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting for any confidential discussions.</p> <p>The Chairman (Councillor G J Davis) made the proposal, which was seconded by Councillor Mrs. K Brownhill and it was resolved 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 part of the discussion.</p> <p>a) Council Staffing Report: - The Clerk had circulated a confidential update and gave a verbal update on the council staffing which included: -</p> <p>Performance Reviews – these will be undertaken with all staff in the next 4 weeks.</p> <p>Training Emergency First Aid training completed for 10 staff. Town Council Support Officer has enrolled on FiLCA and ILCA. Library team are continuing to review the feedback and ideas for improvement following the July training day. Volunteers attended a short group session on the operations of the café.</p> <p>The Clerk explained written confirmation of the backdated Pay Award for 2024/25 is expected to be received the following morning, highlighting that employers are encouraged to implement the pay award as swiftly as possible. The new rates are all being increased by £1,290 per annum. It is resolved to delegate authority to the Clerk to approve the authorisation of the backdated Pay Award for 2024/25 for all employees of the town council, as advised by NALC/CALC, to ensure the pay award is received in advance of Christmas 2024.</p>	Clerk



Town Council Organisation Chart October 2024



b) Following discussion, it is **recommended** to increase the current NJC* spinal points for the employees of the council, with effect from 1st April 2025, as detailed below: -

NO. OF STAFF	JOB ROLE	NO. CONTR ACTED HRS	CURRENT NJC* SPINAL POINT	CURRENT NJC* SALARY £	NEW NJC* SPINAL POINT	NEW NJC* SALARY FROM 01/04/2025 £
1	Facilities Operative	20/37	5 (LC1 Range 5 – 6)	23,500	6	23,893
4	Caretaker/Enforcement Officer	30/37	7 (LC1 Range 7 – 12)	24,294	8	24,702
1	Support Officer / Assistant to the Town Clerk & RFO	37/37	9 (LC1 Range 7 – 12)	25,119	13	26,873
1	Community Hub & Library Manager	37/37	16 (LC1 Range 16 – 23)	28,282	17	28,770
2	Com Hub & Library Support Assistant	15/37	6 (LC1 Range 5 – 6)	23,893	7	24,294
1	Com Hub & Library Support Assistant	15/37	5 (Below LC Scale)	23,500	6	23,893
1	Com Hub & Library Support Assistant	22.5/37	4 (Below LS Scale)	23,114	5	23,500
1	Operations Manager	37/37	23 (LC2 Range 18-23)	32,076	24	33,024
1	Town Clerk & RFO	37/37	41 (LC3 Range 37 – 43)	49,498	42	50,512

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*NJC – National Joint Council for Local Government Services

With these spinal point increases, the proposed staffing budget for these proposals for 2025/26 it is therefore **recommended** to include the amount of **£342,195.00**, for the salaries budget, which is an 3.6% increase on the salaries budget for 2024/25. Members' noted that with the Autumn budget 2024 anticipated, National Insurance Employer contributions may increase and therefore a further review of the salaries budget may be required.

26-24Pers Correspondence

a) (Via CALC) Worknest has issued an advice note for the new Duty for employers to prevent sexual harassment in the workplace, which comes into place on 26th October 2024 (as circulated). This provides guidance on the steps to be taken to ensure all Councils are compliant before the new Duty comes into place.

The Clerk drew members' attention to the advice note, which is noted.

Council

Clerk

Council

Clerk



<p>27-24Pers Date of next meeting a) The meeting planned for December 2024 will be reconvened for a date to be agreed, in February 2025.</p>	<p>Clerk</p>
<p>28-24Pers Any Business that has been disclosed to the Chairman and members prior to the meeting. None.</p> <p>Meeting closed at 9.08pm _____ Chairman</p>	