

January Personnel Committee Meeting (Monday 19th January 2026)

Operations Team Training and CPD

Operations Manager booked on Chapter 8 "Guidance for temporary traffic management and safety measures on roads" Falmouth Town Council 11th February.

2026 thoughts:

- Parks training, RPII Routine Examination Caretakers for four people **£1,655**
- Parks training, RPII Operational Examination for Operations Manager **£2,320**
- Renew DBS checks for the team.
- Chainsaw refresher for Operations Manager (Christmas tree) **£400**
- Manual handling refresher all staff, last course was Sept 2022, approx. **£400**.
- PS health update, there may be some cover needed, should be able to cover with overtime only.

Community Hub and Library staff and volunteer training

- A number of the team – Library Manager and three Support Assistants (possibly a couple more) need Mental Health First Aid Training. This can be done face to face or online. Costs covered mostly by Public Health and it is £35.50 per person.
- ASSIST, Suicide Intervention Training, as above mainly covered by Public Health, its £36.00 per person, online or face to face. Alternatively, these courses can be brought in for a closed group, not sure the cost, probably the same per person but can investigate this as an option.
- After discussion about the Adult Ed provisions, CH&LDM would be very interested to attend.
- LG would like to attend a 10-week course in Plymouth, Introduction to Deaf Awareness and BSL (6pm start). Course is free of charge, either pay her to attend (2.5 hours per session, total 25 hours) or accrue TOIL.

Council Offices Staff

- Town Clerk recorded sufficient CPD points by December '25 to maintain Fellow status with SLCC.
- Support Officer signed up to / started the SLCC Principals of Internal Auditing Local Councils (PIALC). When complete, by March '26, will award a further 8 CPD points for 2025/2026 – achieving above the threshold for Student membership with SLCC.

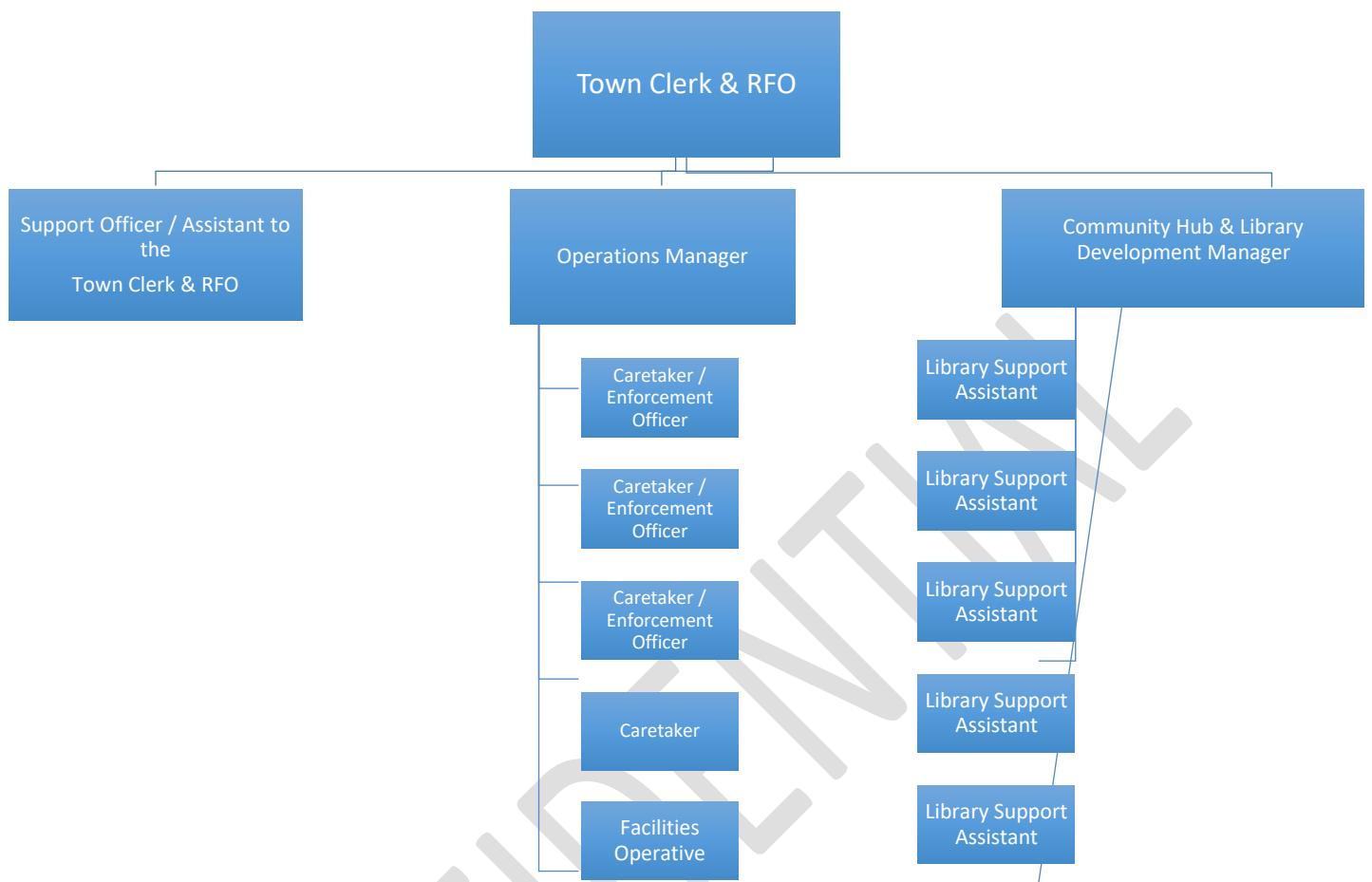
Overtime

Month (period)	Ops Team	Library and Com Hub	TOTAL
Monday 29 th September – Sunday 2 nd November	61	42	103
Monday 3 rd November – Sunday 30 th November	113.5	38.5	148
Monday 1 st December - Sunday 4 th January 2026	36	35.5	71.5

Other areas for consideration

1. Performance Reviews.
2. Assertion 10 is coming in the 2025/26 AGAR.
3. Brian White – Accountant: "Confirm my earlier indications that I have finally decided to hang up my calculator and retire for the second time." He will not be undertaking any future year-end or budget support work.
4. Skills Audit – review of members' skills to be undertaken, to benefit the council and Town Clerk, to provide appropriate support where necessary

Town Council Organisation Chart January 2026



To consider: Increase in spinal points for employees as indicated, detailing, current contracted hours and spinal point as at 1st April 2025 and **proposal to take effect from 1st April 2026** (as per budget discussions).

NO. OF STAFF	JOB ROLE	NO. CONTRACTED HRS	CURRENT NJC* SPINAL POINT	PROPOSED NJC* SPINAL POINT 1 st April 2026
1	Facilities Operative	20/37	6 (LC1 Range 4 - 12)	7 (LC1 Substantive Range)
1	Caretaker/Enforcement Officer	30/37	8 (LC1 Range 4 - 12)	9 (LC1 Substantive Range)
1	Caretaker/Enforcement Officer	16/37	8 (LC1 Range 4 – 12)	9 (LC1 Substantive Range)
1	Caretaker/Enforcement Officer	16/37	8 (LC1 Range 4 – 12)	9 (LC1 Substantive Range)
1	Caretaker/Enforcement Officer	16/37	7 (LC1 Range 4 -6)	8 (LC1 Substantive Range)
1	Support Officer / Assistant to the Town Clerk & RFO	37/37	13 (LC1 Range 13 – 17)	14 (LC1 Above Substantive Range)
1	Community Hub & Library Manager	37/37	17 (LC1/2 Range 16 – 23)	18 (LC2 Below Substantive Range))
1	Community Hub & Library Support Assistant	15/37	7 (LC1 Range 4 – 6)	8 (LC1 Substantive Range)
1	Community Hub & Library Support Assistant	15/37	7 (LC1 Range 4 – 6)	8 (LC1 Substantive Range)
1	Community Hub & Library Support Assistant	15/37	6 (LC1 Range 4 – 6)	7 (LC1 Substantive Range)
1	Community Hub & Library Support Assistant	22.5/27	5 (LC1 Range 4-6)	6 (LC1 Below Substantive Range)
1	Community Hub & Library Support Assistant	7.5/37	4 (LC1 Range 4-6)	5 (Below LC Scale)
1	Operations Manager	37/37	24 (LC2 Range 18-24)	25 (LC2 Substantive Range)
1	Town Clerk & RFO	37/37	42 (LC3 Range 37 – 42)	43 (LC3 Above Substantive Range))
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*NJC – National Joint Council for Local Government Services