

March Personnel Committee Meeting (Thursday 12th March 2026)

Overtime

Month (period)	Ops Team	Library and Com Hub	TOTAL
Monday 5 th January – Sunday 1 st February 2026	17	37	54
Monday 2 nd February – Sunday 1 st March 2026	16.5	62	78.5

Other areas for consideration

1. Brian White – Accountant: Will be undertaking staff training to enable the end-of-year accounts and AGAR to be completed 'in house'.
2. Skills Audit – review of members' skills to be undertaken, to benefit the council and Town Clerk, to provide appropriate support where necessary

Introduction – Incremental Pay Award within Spinal Point Scale

1. All Torpoint Town Council employees have an Employment Contract which is in line with the 'Green Book'. This sets out National contractual information, including pay and working conditions, for all employees.
2. Employees are due an annual increment/salary uplift, within their 'posts' spinal point scale, according to the staffing structure, which are usually awarded on 1st April.
3. From the PAY AND CONDITIONS POLICY (agreed June 2025)

Table of current spinal point scales. **APPENDIX 1 STAFFING STRUCTURE**

POST	Revised spinal point scale as from 1st April
Town Clerk & Responsible Financial Officer	37-43
Operations Manager	18-23
Community Hub & Library Development Manager	16-23
Support Officer / Assistant to the Town Clerk & Responsible Financial Officer	13 - 17
Caretaker & Enforcement Officer Community Hub and Library Support Assistant Facilities Operative	4-12

4. The current and **proposed** NJC (National Joint Council for Local Government Services) pay scales for all employees are shown here, with effect from 1st April 2026.

STAFF	JOB ROLE	NO. CONTRACTED HRS	CURRENT NJC* SPINAL POINT	PROPOSED NJC* SPINAL POINT 1st April 2026
1	Facilities Operative (RL)	20/37	6	7
1	Caretaker/Enforcement Officer (KES)	30/37	8	9
1	Caretaker/Enforcement Officer (PS)	16/37	8	9
1	Caretaker/Enforcement Officer (JD)	16/37	8	9
1	Caretaker (AC)	16/37	7	8
1	Support Officer / Assistant to the Town Clerk & RFO (HB)	37/37	13	14
1	Community Hub & Library Manager (TH)	37/37	17	18
1	Community Hub & Library Support Assistant (KJ)	15/37	7	8
1	Community Hub & Library Support Assistant (GH)	15/37	7	8
1	Community Hub & Library Support Assistant (LC)	15/37	6	7
1	Community Hub & Library Support Assistant (LG)	22.5/27	5	6
1	Community Hub & Library Support Assistant (JH)	7.5/37	4	5
1	Operations Manager (PG)	37/37	**24	**25
1	Town Clerk & RFO (CS)	37/37	42	43
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*NJC – National Joint Council for Local Government Services.

** Operations Manager received an increment on completion of CiLCA (2024), therefore a Spinal Point Scale review is required.

5. Casual part time Caretaker

Due to current staffing issues within the Operations Team, to maintain existing services and standards, the appointment of a part time Casual Caretaker would help the team enormously. It is therefore **proposed** to advertise and recruit to fill the vacancy of a part time Caretaker, on a Casual Employment Contract, to start immediately – likely to be up to a maximum of 16 hours per week.

Further information is available here: <https://www.gov.uk/contract-types-and-employer-responsibilities/zero-hour-contracts>.

A key point to note is that you cannot do anything to stop a zero-hours worker from getting work elsewhere. The Law says they can ignore a clause in their contract if it bans them from:

- looking for work
- accepting work from another employer
- You are still responsible for health and safety of staff on zero-hours contracts.

Job Description and Person Specification, will be the same as previous.

Recruitment Timeline:

Advertise Vacancy	Friday 20 th March
Deadline for submission on applications	Wednesday 8 th April
Interviews	wk comm 13 th April
Start Date	wk comm 20 th April

Report by Town Clerk & RFO, Thursday 5th March 2026