



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Personnel Committee held on Thursday 12th March 2026 at 7.00pm in the Council Committee Room, York Road, Torpoint.

PRESENT: - Councillor Mrs. J M Martin (Town Mayor) (Chairman), Mrs. C E Goodman (Deputy Town Mayor), Councillors Mrs. S Bickle and C R Still plus the Town Clerk & RFO (Clerk).

	ACTION								
<p>34-25Pers Apologies for absence Councillors G J Davis and M G Spurling.</p>									
<p>35-25Pers Declarations of Interest relating to items on the Agenda a) To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting. None. b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration. None.</p>									
<p>36-25Pers Minutes of the previous meeting It is resolved the minutes of the meeting held on Monday 19th January 2026, as circulated, were taken as read, confirmed and signed by the Chairman.</p>									
<p>37-25Pers Council Staffing a) Council Staffing Report: - The Clerk had circulated an update, summarised below: Operations Team The Clerk explained the current long-term staffing sickness absence within the Operations Team and the impact to the weekend rota, also highlighting another concern which is impacting the team. The Clerk highlighted the information, as previously circulated, of consideration to appoint a Casual Caretaker. This would enable the maintainance of existing services and standards and with Spring now here, the grass cutting and upkeep of the play parks, which would shortly resume. The Clerk highlighted this expenditure is not included in the 2026/27 budget. Members' acknowledged the immediate staffing shortage, acknowledging this new position is not included in the budget, asking the Clerk to provide the expenditure costs for the March Council meeting. Following consideration, and with the expectation of the annual costs to be given at the Council meeting, it is recommended to advertise and recruit to fill a new vacancy for a part time Caretaker, on a Casual Employment Contract, to start immediately, for a maximum of 16 hours per week. Further information is available here: https://www.gov.uk/contract-types-and-employer-responsibilities/zero-hour-contracts. Job Description and Person Specification, will be the same as previously advertised.</p> <p>Recruitment Timeline:</p> <table border="1" style="width: 100%;"> <tr> <td>Advertise Vacancy</td> <td>Friday 20th March</td> </tr> <tr> <td>Deadline for submission on applications</td> <td>Wednesday 8th April</td> </tr> <tr> <td>Interviews</td> <td>wk comm 13th April</td> </tr> <tr> <td>Start Date</td> <td>wk comm 20th April</td> </tr> </table>	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	Council
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								

Overtime

Month (period)	Ops Team	Library and Com Hub	TOTAL
Monday 5 th January – Sunday 1 st February	17	37	54
Monday 2 nd February – Sunday 1 st March	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'. Members' minuted thanks to Brian White for all his support over the past few years', which have been very much appreciated. The Clerk explained, Brian White will issue an invoice, in order for payment to be authorised and paid in this financial year.
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 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 1 st 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

It is acknowledged the Operations Manager is currently on a spinal point, which is above the spinal point scale of the Job Description. At the November 2024 council meeting (minute number 122-24), minute number 25-24Pers (b), it was resolved 'To increase the current NJC* [National Joint Council for Local Government Services] spinal points for the employees of the council as detailed, with effect from 1st April 2025,' and included the Operations Manager increasing from spinal point 23 to 24. This committee recognises the significant growth in the tasks managed and overseen by the Operations Manager. The current role combines operational estate management, staff leadership, Health and Safety compliance, contract management, plus liaison with external authorities, this is justification for the spinal point being above the spinal point scale. A review and benchmarking of the Operations Manager current Job Description is therefore essential before the next meeting of this committee.

Chairman

4. It is therefore **recommended** to increase the NJC (National Joint Council for Local Government Services) pay scales for all employees are shown here, with effect from 1st April 2026.

Council

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

*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.

<p>It is also acknowledged that in the financial year 2026/27, a review and benchmarking of the Town Clerk and Responsible Financial Officer Job Description should be undertaken.</p> <p><u>Training Opportunities</u> The Equality, Diversion and Inclusion training opportunities and information as previously shared, will be considered and reviewed in advance of the next meeting, in order to select the most suitable training for staff and members’.</p>	Chairman
<p>38-25Pers To consider Policies referred to this Committee. a) Training, Learning and Development Policy – will be presented at the next meeting of this committee.</p>	
<p>39-25Pers To consider the Council Risk Management. a) Budget Variance – Personnel Committee responsibilities (January 2026 Budget Variance): - The Budget Variance was considered, there are no new concerns.</p>	
<p>40-25Pers Items referred to this committee. a) None.</p>	
<p>41-25Pers Correspondence. a) To note: An update on our Accreditation Fees – Living Wage Foundation: - Noted. b) To consider and seek authorisation to delegate to the Clerk to arrange payment authorisation of Salaries/Mayor’s Allowance Quarter 4 invoice (January – March 2026), in order to pay before year-end 31st March 2026, recording detail on next meeting agenda after payment. It is recommended to delegate to the Clerk to arrange payment authorisation of Salaries/Mayor’s Allowance Quarter 4 invoice (January – March 2026), by two signatories, in order to pay before year-end 31st March 2026, recording detail on next meeting agenda after payment.</p>	Council
<p>42-25Pers Climate and Environmental Action Plan. a) Nothing further to update.</p>	
<p>43-25Pers Date of next meeting a) June 2026, date to be confirmed.</p>	
<p>44-25Pers Any Business that has been disclosed to the Chairman and members prior to the meeting. None.</p> <p>Meeting closed at 8.10pm _____ Chairman</p>	