

October 2026 Personnel Committee Meeting (Tuesday 27th October 2026)

Overtime

Month (period)	Ops Team (hrs)	Library & Com Hub (hrs)	TOTAL (hrs)
Monday 1 st June – Tuesday 30 th June 2026	25.5 +70.5 CASUAL	28	53.5 +70.5 CASUAL
Wednesday 1 st July – Sunday 2 nd August 2026	52.5 +73.5 CASUAL	42	94.5 +73.5 CASUAL
Monday 3 rd August– Sunday 30 th August 2026	13 +55 CASUAL	24.5	37.5 +55 CASUAL
Monday 31 st August – Sunday 4 th October 2026	15.5 +64 CASUAL	44	59.5 +64 CASUAL

Current staffing highlights/impact on salaries and training Budget Variance

1. Safeguarding training for all staff, plus library and community hub volunteers arranged for 10th November 2026.
2. Employees' absence.
3. Employee Assistance Programme update – Health and Wellbeing Policy shared by St Stephen in Brannel Parish Council with a similar precept/Band D charge: see link here <https://ststepheninbrannel-pc.gov.uk/policy/health-wellbeing-policy/>. Clerk is liaising with Peninsula – information/quotation awaited.
4. Skills Audit – review of members' skills to be undertaken, to benefit the council and Town Clerk, to provide appropriate support where necessary.
5. DBS Checks being undertaken in the next few months for all Parks inspection staff.
6. Society of Local Council Clerks (SLCC) Membership renewal due 1 November 2026 for PG: Cost is £376.00.
7. Society of Local Council Clerks (SLCC) Membership renewal due in January 2027 for CS: Cost last year £532.00
8. Society of Local Council Clerks (SLCC) Membership required for HB, if undertaking CiLCA qualification early next year.
9. Forthcoming events (overtime): Remembrance Sunday, Christmas tree installation, Christmas Lights installation and Christmas Lights switch on, removal of Christmas tree and take down support for the Christmas light.
10. Performance reviews are commencing.

Training Opportunities

Operations Team

- 1. RPII One Day Routine Training Course – to hold a course.** This is an training to enable the Operations team to 'better identify' issues with parks equipment, including general wear and tear, this continues from the 'Play Inspection app training' delivered earlier this year. Training and Examiners Fee - £1,140.00 excl. VAT (total price), for up to 12 people. If we host this, can offer other council staff to attend and charge accordingly.
- 2. RPII Two Day Operational Training Course.** Training and Examiners Fee - £535.00 excl. VAT (per candidate). For Operations Manager to enable him to follow up on any findings brought to the attention by the team on weekly inspections, and rectify faults and defects. There is a course available in Poole, this November, 2 night's stay, plus expenses, could use the council van for travel - (2026/27 financial year). Both courses also charge an exam fee if nationally recognised qualification is wanted, a free certificate of attendance is issued. Do not feel this is needed.
3. Refresher Brush cutter and Refresher Mower Training needed for three staff: PS, JD and PG. The cost will be £555.00 per course (**or £185.00 pp based on x3**), to include books, training, instructor travel, LANTRA registration, assessment, certificates & skill ID cards. Total cost therefore = **£1,110.00**

4. Martyn's Law Training allow £30 per staff member.

5. Legionella Training needs to be reviewed by all the team, quotation being sought.

Council Offices 2026/27

CiLCA to commence in February 2027 for one employee: HB. Cost is £495.00, plus any additional local cost for training plus any travel locally.

SUMMARY OF COSTS

Course	Financial Year 2026/2027 (£)	Financial Year 2027/2028 (£)
RPII Two Day Operational Training Course	535.00	
RPII One Day Routine Training Course (may reclaim fees from other delegates)		1,140.00
Refresher Brush cutter & Refresher Mower Training (3)		1,110.00
Martyn's Law (4)		120.00
Legionella Refresher (estimate)		250.00
CiLCA Level 3	250.00	245.00
TOTAL	785.00	2,865.00

Other information

1. Cornwall Pension Fund. An employee has elected to pay AVC's into their Pension Fund, the appropriate Employer form to set this up with Standard Life has been completed and submitted on behalf of Torpoint Town Council. There are no financial implications to the employer.

2. Published 15th October 2026: **The new Living Wage rates for 2026-2027** are:

- UK rate: £14.10 (4.8% increase)
- London rate: £15.45 (4.4% increase)

Living Wage Foundation says "Our growing movement of nearly 17,000 responsible employers like you...."

3. Equality, Diversity and Inclusion Training - still researching – suggest this could be written and delivered in-house for staff and members'.

4. **Payroll Provider.** Currently in a 1 year Service Level Agreement (SLA) with Cornwall Council. Cost per payslip is currently £10.90 each. 3 year SLA cost was £10.25 each. Have sought a quotation via CALC from Suffolk Association of Local Councils (SALC), who have over 20 years' experience providing payroll services to local councils – quotation awaited.

From Cornwall Pension Fund Employer Newsletter September 2026 Change of Payroll Provider

"If you choose to change your payroll provider, it is crucial to ensure that you retain access to historical payroll information. This information is vital for accurately calculating a member's Employer Newsletter September 2026 benefits at retirement. It is your responsibility to ensure accurate historic information can be provided to the Pension Fund if requested. This could include (but not limited to) historic CARE pay, contributions and Full-Time Equivalent Salaries for up to 13yrs. We also strongly recommend that historic data is passed on if your organisation is involved in a merger or a TUPE. It is the combined responsibility of the ceding employer and the new employer to ensure that there is access to this historic data, and it can be provided to the Fund if requested. The Local Government guidance states that; 'Scheme employers must provide the relevant administering authority with the information they require to calculate the value of each member's LGPS pension entitlement correctly. Employers' data retention schedules for payroll and HR data should take into account that there are circumstances when they will need to supply historical information to ensure this requirement can be met.' More information can be found in the LG HR & Payroll guides here: Employer resources. Please inform the Fund if you decide to switch providers to ensure all necessary information is updated accordingly. The new payroll provider must be able to provide a continuous record of

service for your members; this includes maintaining pension references and providing historic cumulative figures for the scheme year. Please reach out to the Fund if you have any questions or require further information.” Need to consider next steps.

5. Salaries Budget for 2027/28.

Budget Variance position as at 21st October 2026:

Personnel Expenses

Members Expenses (P)	191.00	612.00	(421.00) ↓	-68.79% ↓	191.00
Payroll Admin Fees	1,013.70	1,440.00	(426.30) ↓	-29.60% ↓	1,013.70
Salaries (P)	199,844.02	379,339.00	(179,494.98) ↓	-47.32% ↓	199,844.02
Staff Training (P)	21.37	1,530.00	(1,508.63) ↓	-98.60% ↓	21.37
Total Personnel Expenses	201,070.09	382,921.00	(181,850.91)	-47.49%	201,070.09

Will need to apply a Cost of Living increase, as well as spinal point increase, as appropriate.

6. Summary of all employees' role, contracted hours and spinal point as at 21st October 2026

NO. OF STAFF	JOB ROLE	NO. CONTRACTED HRS	CURRENT NJC* SPINAL POINT
1	Facilities Operative	20/37	7 (LC1 Range 4 - 12)
1	Caretaker/Enforcement Officer	30/37	9 (LC1 Range 4 - 12)
2	Caretaker/Enforcement Officer	16/37	9 (LC1 Range 4 - 12)
1	Caretaker/Enforcement Officer	16/37	8 (LC1 Range 4 - 12)
1	Casual Caretaker	N/A	4 (LC1 Range 4 - 8)
1	Support Officer / Assistant to the Town Clerk & RFO	37/37	14 (LC1 Range 13 - 17)
1	Community Hub & Library Manager	37/37	18 (LC1/2 Range 16 - 23)
2	Community Hub & Library Support Assistant	15/37	8 (LC1 Range 4 - 12)
1	Community Hub & Library Support Assistant	15/37	7 (LC1 Range 4 - 12)
1	Community Hub & Library Support Assistant	22.5/27	6 (LC1 Range 4 - 12)
1	Community Hub & Library Support Assistant	7.5/37	5 (LC1 Range 4-6)
1	Operations Manager	37/37	26 (LC2 Range 23-32)
1	Town Clerk & RFO	37/37	43 (LC3 Range 37 - 43)
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*National Joint Council

ACTION - Town Clerk & RFO at top of spinal point range - review of Job Description required.

Report by Town Clerk & RFO, Wednesday 21st October 2026