TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Personnel Committee held on Tuesday 27th October 2026 at 6.00pm in the Council Committee Room, York Road, Torpoint.

PRESENT: - Councillor Mrs. J M Martin (Town Mayor), Councillors Mrs. S Bickle, G J Davis and M G Spurling plus the Town Clerk & RFO (Clerk).

	ACTION
13-26Pers Apologies for absence Apologies for absence were submitted on behalf of Councillor Mrs. C E Goodman (Deputy Town Mayor) and Councillor Mrs. L Fellows.	
14-26Pers 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.	
15-26Pers Minutes of the previous meeting It is **resolved** the minutes of the meeting held on Monday 29th June 2026, as circulated, were taken as read, confirmed and signed by the Chairman.	
16-26Pers Council Staffing a) Council Staffing Report: - **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.** Town Mayor (Councillor Mrs. J M Martin) made the proposal, which was seconded by Councillor M J Spurling 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. It was **resolved** that the public and press be re-admitted to the meeting for those non-confidential items. Matters arising from previous meetings: ➢ Make recommendations for Equality and Diversity training for employees and members; ➢ Employee Assistance Programme ➢ Skills Audit – all members. The Clerk summarised the staffing highlights from the report, which had been previously circulated. All information from the report, is copied here for transparency.	

Overtime

Month (period)	Ops Team (hrs)	Library & Com Hub (hrs)	TOTAL (hrs)
Monday 1st June – Tuesday 30th June 2026	25.5 +70.5 CASUAL	28	53.5 +70.5 CASUAL
Wednesday 1st July – Sunday 2nd August 2026	52.5 +73.5 CASUAL	42	94.5 +73.5 CASUAL
Monday 3rd August– Sunday 30th August 2026	13 +55 CASUAL	24.5	37.5 +55 CASUAL
Monday 31st August – Sunday 4th 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. This continues to be 'work in progress.'
4. Skills Audit – review of members' skills to be undertaken, to benefit the council and Town Clerk, to provide appropriate support where necessary. Following discussion it is agreed not to pursue this. On the appointment of new councillors, skills and abilities can be shared by using the document, however, it is not a mandatory requirement.
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.
Action: Operations Manager will need to ascertain interest from other councils before booking.

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.
Action: Budget available in this financial year for the Operations Manager to undertake this training. Therefore, it is **recommended** the Operations Manager completes the RPII Two Day Operational Training Course, with 2 night's stay, plus travel and expenses cost, also he undertakes the examination at the end of the course: training and examiners fee £535.00, plus all additional expenditure.

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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.** Action: include in budget for 2027/28.

4. Martyn's Law Training allow £30 per staff member. Action: include in budget for 2027/28.

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.
Note: Information received after the original report was circulated. Course course is currently £495.00, for SLCC registration, plus £495 for the CiLCA Study Support Programme, which includes mentoring and tutor support.

SUMMARY OF COSTS

Course	**Financial Year 2026/2027 (£)**	**Financial Year 2027/2028 (£)**
RPII Two Day Operational Training Course	535.00 plus expenses and certification **835 approximate**	
RPII One Day Routine Training Course for 3 delegates		330.00
Refresher Brush cutter & Refresher Mower Training (3)		1,110.00
Martyn's Law (4)		120.00
Legionella Refresher (estimate)		250.00
CiLCA Level 3 (registration and study support)	495.00	495.00
TOTAL	**1,330.00**	**2,305.00**

Therefore, it is **recommended** the Town Council Support Officer / Assistant to the Town Clerk & RFO commences the CiLCA Level 3 qualification in January / February 2027, with costs of £990.00 for the qualification spilt over 2026/27 and 2027/28 financial years.

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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.

Await quotations from current provider and from SALC. The committee discussed the benefits of staying with the current provider.

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:** All information shared below is noted.

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 (LC1Range 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

17-26Pers To consider Policies referred to this Committee. a) Employee Accessibility Policy (DRAFT as re-circulated) to replace the Disability Employment Policy: - Following re-consideration of the draft Employee Accessibility Policy, with amendments/tracked changes made by the Clerk, members' highlighted that the majority of the information included in this policy is covered elsewhere in council policies and therefore does not believe this policy is needed to be added to the council's Policy Portfolio.	
18-26Pers To consider the Council Risk Management. a) Budget Variance – Personnel Committee responsibilities (September 2026 Budget Variance): - There are no concerns. i) To consider the Salaries Budget for 2027/28 financial year, based on employee information shared by the Clerk and ratified by the Town Mayor. Also, use the current budget position, whilst appling a Cost of Living increase, as well as applying spinal point increase, subject to satisfactory performance reviews, as appropriate. Using a cost of living increase of 3.5%, it is **recommended** to use a predicted budget expenditure of £404,792, which is a 6.7% increase on 2026/27 financial year. Payroll administration fee to increased in line with current in-year expenditure – Action Clerk. ii) ACTION - Town Clerk & RFO at top of spinal point range - review of Job Description is required. The Town Mayor (Councillor Mrs. J M Martin) referred members' to a Clerk's Job Evaluation Excel spreadsheet, which she had previously reviewed and highlighted the current spinal point range for the Town Clerk & RFO. Following discussion, it is **recommended:** i) That a review of the Job Description for the Town Clerk & RFO is undertaken; ii) Subject to the Job Description review, the Town Clerk & RFO spinal point range is extended from the existing range of 37 – 43, to 37 – 48, to allow growth in the position for the next 3 – 4 years. (Town Clerk left the room for this part of the meeting – Town Mayor provided the details of the recommendation to the Clerk on her return to the meeting.)	**Council** **Council**
19-26Pers Items referred to this committee. a) None.	
20-26Pers Correspondence. a) None.	
21-26Pers Climate and Environmental Action Plan. a) Nothing further to update.	
22-26Pers Date of next meeting a) December 2026, date to be confirmed.	
23-26Pers Any Business that has been disclosed to the Chairman and members prior to the meeting. None. Meeting closed at 7.27pm _____ Chairman	