

**REDRUTH TOWN
COUNCIL**



**CONSEL AN DRE
RESRUDH**

Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT
Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr M J Brown

Town Clerk: P B Bennett

Our Reference:
RTC/400/1/Mtg
Date:
15th February 2023

See Distribution

Dear Councillor

Meeting of the Staffing Committee – 20th February 2023

You are summoned to attend a Meeting of the Redruth Town Council Staffing Committee to be held in the Langman Room, Redruth Civic Centre, Alma Place, on Monday 20th February 2023 commencing at 7:00 p.m.

The Agenda and associated papers are enclosed for your reference and information.

Yours sincerely

A handwritten signature in black ink, appearing to be 'PB', written over a horizontal line.

Peter Bennett
Town Clerk

Enclosures

Agenda and associated documentation.

Distribution:

Action:

Cllr Barnes
Cllr Biscoe
Cllr Mrs Biscoe
Cllr Brown
Cllr Garrick
Cllr Reeve
Cllr Thomas
Cllr Tremayne
Operations & Facilities Officer
Engagement Officer
Louise Cantrill, Skylite Associates

Information:

All other Town Councillors

Redruth Town Council
Meeting of the Staffing Committee
20th February 2023

AGENDA

PART I - PUBLIC SESSION

1. To receive apologies for absence.
2. Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.
3. To confirm the Minutes of:
 - 3.1 the Meeting of the Staffing Committee held on 17th October 2022. [Minutes attached]
 - 3.2 the Extraordinary Meeting of the Staffing Committee held on 29th November 2022. [Minutes attached]
4. Details of pay award made on recommendation of National Joint Council for Local Government Services. [See report attached]
5. To exclude the press and public from the meeting for the remaining item of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (employee terms and conditions), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act.

PART II – PRIVATE SESSION

6. Update on the current staffing position within the Operations Department. [See report attached]
7. Update on the current staffing position within the Engagement Team. [See report attached]
8. To receive update on HR/Staffing processes from Louise Cantrill, Skylite Associates. [See report attached]



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Town Mayor: Cllr M J Brown

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Minutes of a Meeting of the Redruth Town Council Staffing Committee held in the Redruth Civic Centre on Monday 17th October 2022

Present: Cllr M Brown Chair
Cllr R S Barnes
Cllr A Biscoe
Cllr H Biscoe
Cllr Ms D Reeve
Cllr I Thomas

In attendance: Ms A Hunt Operations & Facilities Officer
Ms S White Engagement Officer

PART I – PUBLIC SESSION

1492.1 To receive apologies for absence

Apologies were received from Cllrs Garrick (other commitments) and Tremayne (family commitments), the Town Clerk (family commitments), and from Ms Cantrill of Skylite Associates (unwell).

1492.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda

None were declared.

1492.3 To confirm the Minutes of the Meeting of the Staffing Committee held on 15th August 2022

1471.3.1 RESOLVED by Majority to confirm the minutes of the Meeting of the Staffing Committee held on 15th August 2022 as a true and accurate record of proceedings. [Proposed Cllr Reeve; Seconded Cllr Thomas] Cllrs A Biscoe and H Biscoe abstained as they had not been present at the meeting.

1492.4 To exclude the press and public from the meeting for the remaining items of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (employee terms and conditions), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act

1492.4.1 Unanimously RESOLVED to exclude the press and public from the meeting for the remaining items of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (employee terms and conditions), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act. [Proposed Cllr A Biscoe; Seconded Cllr H Biscoe]

1492.5 To receive an update on the current staffing position within the Operations Department

A report had been circulated prior to the meeting. Councillors asked a number of questions in relation to the staff structure and current unfilled posts within the team. The Operations Officer advised that it was hoped an Extraordinary Meeting of the Committee would be called the following month to discuss proposals and that, in the meantime, work was continuing with Skylite Associates to analyse and address the implications of the suggestions which had been made. The report was noted.

1492.6 To receive an update on the current staffing position within the Engagement Team

A report had been circulated prior to the meeting. The Engagement Officer provided clarification in response to questions from Councillors. The report was noted.

1492.7 To receive update on HR/Staffing processes from Louise Cantrill, Skylite Associates

A report had been circulated prior to the meeting. Ms Cantrill was not present, having sent her apologies. The report was noted.

Chairman



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT
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Town Mayor: Cllr M J Brown

Town Clerk: P B Bennett

Minutes of an Extraordinary Meeting of the Redruth Town Council Staffing Committee held in the Redruth Civic Centre on Tuesday 29th November 2022

Present: Cllr M Brown Chair
Cllr R S Barnes
Cllr A Biscoe
Cllr H Biscoe
Cllr Ms D Reeve
Cllr I Thomas

In attendance: P B Bennett Town Clerk
Ms A Hunt Operations & Facilities Officer
Ms S White Engagement Officer
Ms L Cantrill Skylite Associates

PART I – PUBLIC SESSION

1500.1 To receive apologies for absence

Apologies were received from Cllrs Garrick (other commitments) and Tremayne (family commitments).

1500.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda

None were declared.

1500.4 To exclude the press and public from the meeting for the remaining items of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (employee terms and conditions), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act

1500.4.1 Unanimously RESOLVED to exclude the press and public from the meeting for the remaining items of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (employee terms and conditions), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act. [Proposed Cllr Reeve; Seconded Cllr Thomas]

1500.5 To consider a staffing structure update and approve those recommendations contained within

A report had been circulated prior to the meeting for Members consideration. A presentation was given by members of the Senior management Team and Louise Cantrill of Skylite Associates outlining the rationale behind the recommendations under consideration. Councillors asked a number of questions in relation to the staff structure and current unfilled posts within the team.

1500.4.1 Unanimously RESOLVED that:

- a. that the contents of this report and associated presentation be accepted and approved.
- b. that the Administration & Finance Manager role be adapted to become the Administration Manager role at 30 hours per week, with associated reduction in salary costs.
- c. that a part-time (22.5 hours per week) Responsible Financial Officer is recruited as part of the Senior Management Team.
- d. that the both the Town Clerk and Operations Officer's Job Descriptions are amended to reflect these changes.

Chairman

REDRUTH TOWN COUNCIL

REPORT FOR: Staffing Committee Meeting on 20th February 2023

1.0 **SUBJECT OF REPORT: Update on the National Pay Award**

2.0 **SUMMARY OF IMPLICATIONS**

- a. Policy - Yes
- b. Financial - Yes
- c. Legal - No

3.0 **TERMS OF REFERENCE**

3.1 To provide an update to the Committee on the national pay award.

4.0 **REPORT**

4.1 Members will be aware that to date we have been awaiting information on the national salary award for clerks and other employees employed under the terms of the model contract (Green Book)

4.2 We have now been informed that the National Joint Council for Local Government Services (NJC) has agreed on the new rates of pay applicable from 1 April 2022. They state:

- Pay Agreement has been reached on rates of pay applicable from 1 April 2022.
- Employers are encouraged to implement this pay award as swiftly as possible – back-dated pay has been calculated and has been included with the pay at the end of November for all current employees.
- Backpay for employees who have left employment since 1 April 2022 - if requested by an ex-employee to do so, it is recommended that employers should pay any monies due to that employee from 1 April 2022 to the employee's last day of employment.
- When salary arrears are paid to ex-employees who were in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund – this would be applicable to all 3 employees who have left our employ, and the CC Pension Fund will be notified accordingly if required.
- In addition, the pay agreement circular dated 1 November 2022 stated that the annual leave entitlement for all staff would increase on a permanent basis by one day per year (pro rata for part-timers) with effect from 1 April 2023.

4.3 The national pay award is a flat £1925 p.a. across all Spinal Column Points (SCPs) ranging in increases of 9.9% at the lower end of our SCP range to 3.3% at the upper end. Whilst this is a larger rise than that budgeted for, we are able to subsume with rise within savings made from recruitment issues within various posts.

5.0 **RECOMMENDATIONS**

It is recommended that the committee endorse the recommendations of the NJC.