

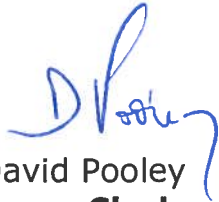
St Austell Town Council



To: All Members of the Staffing Committee

Dear Councillor

You are summoned to attend a **Meeting of the Staffing Committee** to be held in the **Room 202** at the **St Austell One Stop Shop, Penwinnick Road, St Austell, PL25 5DR** on **Friday 3rd June 2016** at **9.30am**.



David Pooley
Town Clerk

27th May 2016

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AGENDA

- 1. Election of Chairman**
- 2. Election of Vice-Chairman**
- 3. Apologies for Absence**
- 4. Declarations of Interest**

(Purpose: To receive declarations of disclosable pecuniary and other non-registerable interests in respect of items on this agenda).

- 5. Minutes of meeting held on Friday 13th May 2016**

(Purpose: To agree that the minutes of the above meeting be signed as a correct record).

**Pages
1 to 2**

6. Matters to note

A verbal update from the Town Clerk on the actions taken since the last meeting.

Note: No decision may be made under this agenda item.

7. Staffing Committee – Terms of Reference

**Pages
3 to 4**

(Purpose: To consider and recommend draft Terms of Reference for the Staffing Committee). (Attached).

8. 2016 – 2018 National Pay Award

**Pages
5 to 10**

(Purpose: To provide an update on the national pay negotiations). (Correspondence attached).

9. To consider excluding the press and public.

Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified for the following item:

Item 10 is confidential because it contains sensitive personal details.

10. Operations Manager - Shortlisting

(Purpose: To agree a shortlist of candidates to be interviewed for the Operations Manager post and agree the final details of the interview process).

MINUTES of a MEETING of the ST AUSTELL TOWN COUNCIL STAFFING COMMITTEE held on FRIDAY 13th MAY 2016 in Room 202 at the St Austell One Stop Shop, Penwinnick Road, St Austell at 9.30am.

Present:

Councillors: T French, G King and B Palmer (Chair).

In attendance:

David Pooley (Town Clerk).

S/15/18) Apologies for Absence

Apologies for absence were received from Councillors Keast and Pollard.

S/15/19) Declarations of Interest

There were no declarations of interest.

S/15/20) Minutes of meeting held on the 1st April 2016

It was **RESOLVED** that the minutes of the Staffing Committee held on 1st April 2016 should be approved and signed as a correct record.

S/15/21) Matters to Note

The Clerk advised that he had nothing to add.

S/15/22) To consider excluding the press and public

It was **RESOLVED** that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the remainder of the business of the meeting in view of the confidential nature of the business to be transacted.

S/15/23) Operations Manager - Recruitment

The Clerk introduced a report setting out a proposed recruitment process for the Operations Manager post which had been approved recently by the Council.

It was **RESOLVED** that:

1. The draft job advertisement be approved subject to the addition of the Council's website;
2. The draft job description and person specification be approved subject to an amendment to the person specification to make "experience of managing budgets" an essential item and deleting the desirable attribute "financial management experience including managing budgets";

3. The Town Clerk be authorised to advertise for the recruitment of an Operations Manager for two weeks in the Cornish Guardian and the St Austell Voice, on Cornwall Council's website, the Town Council's website and at the Job Centre;
4. The Clerk be authorised to advertise the post in the Western Morning News with a budget of up to £1,000 and explore potential job websites and professional bodies/associations;
5. Shortlisting be undertaken by the full Staffing Committee on Friday 3rd June 2016;
6. The Clerk be authorised to approach a local Town Council for technical support during the recruitment process;
7. A panel consisting of the Mayor, Town Clerk, outside technical assistance and two Staffing Committee members be authorised to undertake the interviews and selection process on the 10th June 2016.

The Clerk advised that he would draft questions for the interview and that he hoped to have these available for the shortlisting meeting on the 3rd June. In addition, references would be sought for the preferred candidate(s).

The meeting closed at 10.30am.

Staffing Committee

Draft Terms of Reference

To deal with all staffing matters on behalf of the Council including:

- Making recommendations to the Council on changes to the staffing establishment;
- Appointments within the staffing establishment approved by the Council, except as delegated to the Town Clerk;
- Performance review and training;
- Disciplinary, capability and grievance procedures in accordance with the procedures approved by the Council;
- Terms and conditions, pay and pensions issues in accordance with National and Local policies and practices approved by the Council

Delegations

- As above, where such matters are within approved budgets.
- Town Clerk to deal with staffing matters within the scope of the approved Scheme of Delegations.

E02-16

May 2016

2016 - 2018 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has reached agreement on the following:

- New pay scales for 2016-2017 to be implemented immediately and backdated to 1 April 2016
- New pay scales for 2017-2018 to be implemented from 1 April 2017

Annex 1 lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from **1 April 2016**.

Annex 2 lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from **1 April 2017**.

The recommendations in Annex 1 & 2 are made jointly by NALC and SLCC.

ANNEX 1

NJC has reached agreement on the pay scales for 2016-17. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part-time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 April 2016.

Pay scales from 1 April 2016

Scale	Points below Substantive range	Substantive Benchmark range	Points above Substantive range		
LC1					
	(15-17)	(18-22)	(23-25)		
15	£16,772	18	£17,891	23	£21,057
16	£17,169	19	£18,560	24	£21,745
17	£17,547	20	£19,238	25	£22,434
		21	£19,939		
		22	£20,456		
LC2					
	(26-29)	(30-34)	(35-38)		
26	£23,166	30	£26,556	35	£30,480
27	£23,935	31	£27,394	36	£31,288
28	£24,717	32	£28,203	37	£32,164
29	£25,694	33	£29,033	38	£33,106
		34	£29,854		
LC3					
	(39-42)	(43-47)	(48-51)		
39	£34,196	43	£37,858	48	£42,474
40	£35,093	44	£38,789	49	£43,387
41	£36,019	45	£39,660	50	£44,473
42	£36,937	46	£40,619	51	£45,580
		47	£41,551		
LC4					
	(52-55)	(56-60)	(61-68)		
52	£46,727	56	£51,573	61	£59,923
53	£47,885	57	£52,858	62	£61,678
54	£48,943	58	£54,623	63	£63,455
55	£50,313	59	£56,379	64	£65,198
		60	£58,145	65	£66,850
				66	£68,538
				67	£70,265
				68	£72,042

ANNEX 1 - PART-TIME CLERKS - HOURLY RATES April 2016

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2016 are:

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP 15	£8.717
SCP 16	£8.924
SCP 17	£9.120
SCP 18	£9.299
SCP 19	£9.647
SCP 20	£9.999
SCP 21	£10.363
SCP 22	£10.632
SCP 23	£10.944
SCP 24	£11.302
SCP 25	£11.660
SCP 26	£12.041
SCP 27	£12.440

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
6	£14,514	£7.544	11	£15,507	£8.060
7	£14,615	£7.596	12	£15,823	£8.224
8	£14,771	£7.677	13	£16,191	£8.415
9	£14,975	£7.783	14	£16,481	£8.566
10	£15,238	£7.920			

ANNEX 2

NJC has reached agreement on the pay scales for 2017-18. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part-time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 April 2017.

Pay scales from 1 April 2017

Scale	Points below Substantive range	Substantive Benchmark range	Points above Substantive range		
LC1					
	(15-17)	(18-22)	(23-25)		
15	£17,072	18	£18,070	23	£21,268
16	£17,419	19	£18,746	24	£21,962
17	£17,772	20	£19,430	25	£22,658
		21	£20,138		
		22	£20,661		
LC2					
	(26-29)	(30-34)	(35-38)		
26	£23,398	30	£26,822	35	£30,785
27	£24,174	31	£27,668	36	£31,601
28	£24,964	32	£28,485	37	£32,486
29	£25,951	33	£29,323	38	£33,437
		34	£30,153		
LC3					
	(39-42)	(43-47)	(48-51)		
39	£34,538	43	£38,237	48	£42,899
40	£35,444	44	£39,177	49	£43,821
41	£36,379	45	£40,057	50	£44,918
42	£37,306	46	£41,025	51	£46,036
		47	£41,967		
LC4					
	(52-55)	(56-60)	(61-68)		
52	£47,194	56	£52,089	61	£60,522
53	£48,364	57	£53,387	62	£62,295
54	£49,432	58	£55,169	63	£64,090
55	£50,816	59	£56,943	64	£65,850
		60	£58,726	65	£67,519
				66	£69,223
				67	£70,968
				68	£72,762

ANNEX 2 - PART-TIME CLERKS - HOURLY RATES April 2017

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2017 are:

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP 15	£8.873
SCP 16	£9.054
SCP 17	£9.237
SCP 18	£9.392
SCP 19	£9.743
SCP 20	£10.099
SCP 21	£10.467
SCP 22	£10.739
SCP 23	£11.054
SCP 24	£11.415
SCP 25	£11.777
SCP 26	£12.161
SCP 27	£12.564

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
6	£15,014	£7.804	11	£15,807	£8.216
7	£15,115	£7.856	12	£16,123	£8.380
8	£15,246	£7.924	13	£16,491	£8.571
9	£15,375	£7.991	14	£16,781	£8.722
10	£15,613	£8.115			

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