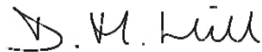


**TEWKESBURY TOWN COUNCIL
STAFFING COMMITTEE
MONDAY 12TH DECEMBER 2022**

To: Members of Staffing Committee: Councillors M Sztymiak (Chair), P Aldridge, K Brennan, J Raywood

You are summoned to attend a meeting of the Staffing Committee which will be held in the Mayor's Parlour, Tewkesbury Town Hall, on **Monday 12th December 2022 commencing at 4.00pm**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
7th December 2022

AGENDA

1. To receive apologies
2. To receive declarations of interests
3. To receive dispensations
4. To approve the minutes of the Staffing Committee meeting held on 25th April 2022
5. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
6. Matters arising from the minutes – for information only
7. Review the committee budget report and forward budget for 2022/23
8. To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. Sub section 2
9. Staffing matters

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON WEDNESDAY 25TH APRIL 2022 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 4.00 PM

Present: Cllrs S Raywood (Chair), P Aldridge, K Brennan, M Sztymiak
D Hill (Town Clerk)

- 1) **To receive apologies**
Apologies were received from Cllr Brennan.
- 2) **To receive declarations of interests**
None received.
- 3) **To receive dispensations**
None.
- 4) **To approve the minutes of the Staffing Committee meeting held on 16th February 2022**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 16th February 2022. Proposed by Cllr Aldridge, seconded by Cllr Sztymiak.
- 5) **Public participation**
None.
- 6) **To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. Sub section 2**
Proposed by Cllr Aldridge, seconded by Cllr S Raywood.
- 7) **Matters arising from the minutes – for information only**
None.
- 8) **Review the committee budget report**
The committee budget report was reviewed.
- 9) **Agree any virements or earmarked reserves for 2021/22**
None.
- 10) **Staffing matters**
 - i) **Chairs**
Town Clerk to check with HR as to whether chair is to be provided for home working for one day a week.
Town Clerk to check whether Administrative Assistant is happy with current chair.
 - ii) **Working from home**
It was RESOLVED that the Assistant Town Clerk may work from home one day a week until 31st March 2023. Proposed by Cllr Aldridge, seconded by Cllr Sztymiak.

iii) Appraisal

Cllr Aldridge asked for it to be recorded that the Town Clerk’s appraisal in 2021 had been undertaken by Cllr S Raywood and Cllr J Raywood.

There being no further business the meeting closed at 4.48pm.

Signature of Chairman upon approval of Minutes

DRAFT

Detailed Income & Expenditure by Budget Heading 08/12/2022

Month No: 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Staffing						
<u>110 Staffing</u>						
4000 Staff Salary	61,822	96,242	34,420		34,420	
4030 PAYE and NI	10,645	20,000	9,355		9,355	
4040 Pension	14,726	25,000	10,274		10,274	
4050 Staff Travel	166	161	(5)		(5)	
4060 Councillor Travel	0	54	54		54	
4070 Staff Other Expenses	163	107	(56)		(56)	
4080 FM Contractor	45,333	68,250	22,917		22,917	
4090 Payroll Processing	318	535	217		217	
4100 Professional Fees	1,852	3,749	1,897		1,897	
4110 Training	416	2,678	2,262		2,262	
Staffing :- Indirect Expenditure	<u>135,441</u>	<u>216,776</u>	<u>81,335</u>	<u>0</u>	<u>81,335</u>	<u>0</u>
Net Expenditure	<u>(135,441)</u>	<u>(216,776)</u>	<u>(81,335)</u>			
Staffing :- Income	0	0	0			
Expenditure	135,441	216,776	81,335	0	81,335	
Movement to/(from) Gen Reserve	<u>(135,441)</u>					
Grand Totals:- Income	0	0	0			
Expenditure	135,441	216,776	81,335	0	81,335	
Net Income over Expenditure	<u>(135,441)</u>	<u>(216,776)</u>	<u>(81,335)</u>			
Movement to/(from) Gen Reserve	<u>(135,441)</u>					

Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
110 Staffing						
4000 Staff Salary	96,242	106,000	109,279	0	0	0
4030 PAYE and NI	20,000	22,000	22,681	0	0	0
4040 Pension	25,000	27,500	28,351	0	0	0
4050 Staff Travel	161	250	258	0	0	0
4060 Councillor Travel	54	60	62	0	0	0
4070 Staff Other Expenses	107	250	258	0	0	0
4080 FM Contractor	68,250	71,400	74,256	0	0	0
4090 Payroll Processing	535	550	567	0	0	0
4100 Professional Fees	3,749	3,000	3,093	0	0	0
4110 Training	2,678	2,700	2,784	0	0	0
Total Overhead Expenditure	216,776	233,710	241,589	0	0	0
Net Income over Expenditure	(216,776)	(233,710)	(241,589)	0	0	0
Total Budget Income	0	0	0	0	0	0
Expenditure	216,776	233,710	241,589	0	0	0
Movement to/(from) Gen Reserve	(216,776)	(233,710)	(241,589)	0	0	0

2 November 2022

E02-22 | 2022-23 NATIONAL SALARY AWARD

The LGA has notified us they have come to an agreement on the new pay scales for 2022-23 to be implemented from 1 April 2022. Employers are encouraged to implement this pay award as swiftly as possible.

“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.

Backpay for employees who have left employment since 1 April 2022

If requested by an ex-employee to do so, we recommend 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. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section](#) of www.lgpsregs.org”

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations are based on the changes agreed by the NJC. These should be retrospectively applied from 1 April 2022.

© NALC 2022

ANNEX 1

SCP	1 April 2021		1 April 2022		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	£18,333	£9.53	£20,258	£10.53	Below LC Scale (for staff other than clerks)
2	£18,516	£9.62	£20,441	£10.62	
3	£18,887	£9.82	£20,812	£10.82	
4	£19,264	£10.01	£21,189	£11.01	
5	£19,650	£10.21	£21,575	£11.21	LC1 (5-6) (below substantive range)
6	£20,043	£10.42	£21,968	£11.42	
7	£20,444	£10.63	£22,369	£11.63	LC1 (7-12) (substantive benchmark range)
8	£20,852	£10.84	£22,777	£11.84	
9	£21,269	£11.05	£23,194	£12.06	
10	£21,695	£11.28	£23,620	£12.28	
11	£22,129	£11.50	£24,054	£12.50	
12	£22,571	£11.73	£24,496	£12.73	
13	£23,023	£11.97	£24,948	£12.97	LC1 (13-17) (above substantive range)
14	£23,484	£12.21	£25,409	£13.21	
15	£23,953	£12.45	£25,878	£13.45	
16	£24,432	£12.70	£26,357	£13.70	
17	£24,920	£12.95	£26,845	£13.95	
18	£25,419	£13.21	£27,344	£14.21	LC2 (18-23) (below substantive range)
19	£25,927	£13.48	£27,852	£14.48	
20	£26,446	£13.75	£28,371	£14.75	
21	£26,975	£14.02	£28,900	£15.02	
22	£27,514	£14.30	£29,439	£15.30	
23	£28,226	£14.67	£30,151	£15.67	

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
24	£29,174	£15.16	£31,099	£16.16	LC2 (24-28) (substantive benchmark range)
25	£30,095	£15.64	£32,020	£16.64	
26	£30,984	£16.10	£32,909	£17.10	
27	£31,895	£16.58	£33,820	£17.58	
28	£32,798	£17.05	£34,723	£18.05	
29	£33,486	£17.40	£35,411	£18.40	LC2 (29-32) (above substantive benchmark range)
30	£34,373	£17.87	£36,298	£18.87	
31	£35,336	£18.37	£37,261	£19.37	
32	£36,371	£18.90	£38,296	£19.90	
33	£37,568	£19.53	£39,493	£20.53	LC3 (33-36) (below substantive range)
34	£38,553	£20.04	£40,478	£21.04	
35	£39,571	£20.57	£41,496	£21.57	
36	£40,578	£21.09	£42,503	£22.09	
37	£41,591	£21.62	£43,516	£22.62	LC3 (37-41) (substantive benchmark range)
38	£42,614	£22.15	£44,539	£23.15	
39	£43,570	£22.65	£45,495	£23.65	
40	£44,624	£23.19	£46,549	£24.19	
41	£45,648	£23.73	£47,573	£24.73	
42	£46,662	£24.25	£48,587	£25.25	LC3 (42-45) (above substantive benchmark range)
43	£47,665	£24.77	£49,590	£25.77	
44	£48,857	£25.39	£50,782	£26.39	
45	£50,074	£26.03	£51,999	£27.03	
46	£51,334	£26.68	£53,259	£27.68	LC4 (46-49) (below substantive range)
47	£52,607	£27.34	£54,532	£28.34	
48	£53,768	£27.95	£55,693	£28.95	
49	£55,274	£28.73	£57,199	£29.73	

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
50	£56,658	£29.45	£58,583	£30.45	LC4 (50-54) (substantive benchmark range)
51	£58,070	£30.18	£59,995	£31.18	
52	£60,007	£31.19	£61,932	£32.19	
53	£61,938	£32.19	£63,863	£33.19	
54	£63,878	£33.20	£65,803	£34.20	
55	£65,831	£34.22	£67,756	£35.22	LC4 (55-62) (above substantive benchmark range)
56	£67,759	£35.22	£69,684	£36.22	
57	£69,712	£36.23	£71,637	£37.23	
58	£71,626	£37.23	£73,551	£38.23	
59	£73,441	£38.17	£75,366	£39.17	
60	£75,295	£39.13	£77,220	£40.14	
61	£77,193	£40.12	£79,118	£41.12	
62	£79,144	£41.14	£81,069	£42.14	

* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs. Please also note that NJC have resolved to delete SCP 1 w.e.f. 1st April 2023