



# St Ives Town Council

## Twinned with Stadtallendorf

Town Clerk: Alison Benfield BA (Hons) FSLCC

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Issued: 10 January 2019

**Councillors A Ayers-Wilson, N Dibben, L Davies, A Dickinson, P Hussain, J Pallant, P Pope**

You are hereby summoned to attend a **Meeting of the Personnel Committee of St Ives Town Council** to be held on **Wednesday 16 January 2019** in the **Town Hall St Ives on the rise of the Norris Trust Meeting which commences at 7.00 pm.**

**Alison Benfield BA(Hons) FSLCC**  
Town Clerk

### AGENDA

**PE22.00 APOLOGIES FOR ABSENCE**

To receive and note apologies for absence.

**PE23.00 DECLARATIONS OF INTEREST**

To receive Declarations of Disclosable and/or Non-Disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item.

**PE24.00 PUBLIC PARTICIPATION**

A maximum of 15 minutes is permitted for members of the public to address the Committee in accordance with the Town Council's approved Public Participation Policy.

**PE25.00 MINUTES**

To approve the Minutes of the Meeting of the Personnel Committee held on 3 October 2018 (copy herewith).

**PE26.00 PERFORMANCE FRAMEWORK**

To receive service element and task figures for October to December 2018 (copy herewith).

**PE27.00 BUDGET REPORT**

To receive Budget Report for the Committee (copy herewith).

**PE28.00 2018-2019 ANNUAL SALARY AWARD**

To receive information on new pay scales for 2019-2020 (copy herewith).

**PE29.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC**

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

**PE30.00 STAFFING MATTERS**

**PE30.01 GM Team: Staffing Levels** (copy herewith)

**PE30.02 Appraisals** – to note that all staff appraisals have been completed with no matters to report.

**PE31.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**

To resolve that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting.



**Minutes of the Meeting of the Personnel Committee of St Ives Town Council  
held at the Town Hall St Ives on Wednesday 3 October 2018**

**Present:**

Chairman: Councillor A Dickinson

Vice-Chairman: Councillor P Hussain

Councillors: A Ayers-Wilson, L Davies, N Dibben, J Pallant

**In attendance:**

Town Clerk: A Benfield

**PE13.00 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor P Pope (ill health).

**PE14.00 DECLARATIONS OF INTEREST**

No declarations were made.

**PE15.00 PUBLIC PARTICIPATION**

No members of the public were present.

**PE16.00 MINUTES**

**RESOLVED:** that the Minutes of the Meeting of the Personnel Committee held on 18 July 2018 were agreed as a correct record and signed by the Chairman.

**PE17.00 PERFORMANCE FRAMEWORK**

Members were in receipt of service element and task figures for the period July to September 2018.

**RESOLVED:** that the Performance Framework report be received and noted.

**PE18.00 BUDGET REPORT**

**PE18.01** Members were in receipt of Budget Report for the Committee.

**RESOLVED:** that the Budget Report be received and noted.

**PE18.02** Consideration was given to items to be included in Estimates for 2019/20.

The Town Clerk commented that she had been unable to provide the projected staffing costs for the next year as they were dependant on the decisions to be made later in the meeting. She confirmed she would circulate these to members as soon as they were available.

In relation to the training budget it was confirmed that staff appraisal will be carried out during October but it was not anticipated that there will be any major training costs next year and therefore the budget could be reduced to £2,500.

Chairman's  
Initials

Following a discussion surrounding item PE20.00 on the agenda it was agreed that the Staff Contingency budget should be increased to £30,000 for the next year and that any underspend this year should be carried forward also.

**RESOLVED:** that the amount to be placed in Estimates be added to the Minutes once salary information is calculated.

**PE19.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC**

**RESOLVED:** that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

**PE20.00 STAFFING MATTERS**

**PE20.01 Maternity Terms and Conditions**

The Town Clerk provided a report to Members on maternity terms and conditions. Although not unanimously supported, Members felt that the Council should make better provision for staff who were entitled to maternity pay and accepted the terms and conditions included in the report along with the wording of the HR policy to be included in the Staff Handbook.

**RESOLVED: PE20.01.01** that the information be received and noted.

**PE20.01.02** that the Council's terms and conditions for maternity pay are enhanced to reflect those adopted for sick pay.

**PE20.02 Maternity Leave Cover**

Members were in receipt of a report regarding Maternity Leave staffing cover and noted that the Museum Director had notified the Town Clerk that she is expecting a baby and intending to take a period of maternity leave that may be up to 52 weeks.

The Town Clerk informed the Committee that having discussed options with the Museum Director it was her recommendation that a temporary appointment is made as soon as possible for a minimum term of 12 months but this may need to be extended up to 15 months to allow a hand-over period at the beginning and end of the maternity leave.

**RESOLVED: PE20.02.01** that the report be received and noted

**PE20.02.02** that an advertisement be placed in relevant publications to appoint a temporary Museum Director for a minimum 1-year contract starting from 1 January 2019 on SP33-39.

**PE21.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**

**RESOLVED:** that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting.

Chairman's  
Initials

Chairman:

Date: 16 January 2019

TIME SPENT BY CATEGORY  
CURRENT FINANCIAL YEAR

Year 2018/19

Sum of Time hrs (decimal) Row Labels	Periods				TOTAL	Flexible Hours Accrued	Costs Allocation £
	Apr – Jun	Jul-Sept	Sep-Dec	Jan-Mar			
Civic	503	190	419		1172	105	7787
Corporate	2393	2269	2511		7949	56	49782
Democratic	297	292	502		1091	215	11454
Norris Trust	1383	1128	1255		3766	219	tbc
Corporate Other *	120	161	30		311	0	1022
Holiday in Period Taken	623	628	586		1837	0	
<b>Grand Total</b>	<b>5319</b>	<b>4668</b>	<b>824</b>	<b>0</b>	<b>9987</b>	<b>595</b>	
Flexible Time Taken	(171)	(137)	(128)	( )	Flexible hrs Balance:	159	
Contracted Hours	5948	5948	5948		17844		

Comment on report:-

- Timesheets recorded to 31 December 2018 and all numbers rounded Sep – Dec whole months
- Contracted hours reflect Ground Maintenance Team annualised hours.
- Flexi hours are being worked in accordance with adopted policy, however the balance of hours shown include hours that have been booked on system that are scheduled to be taken off at the start of the next quarter.
- Costs allocation figures for Town Hall Staff

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Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Personnel</u></b>										
<b><u>200</u></b>	<b><u>Staff</u></b>									
5021	Health & Safety	500	406	500	433	500	0	500	0	0
5063	Training/Conferences	6,000	3,198	6,000	4,350	5,000	645	3,000	0	0
5301	Salaries	243,000	262,028	263,500	208,883	279,542	0	305,137	0	0
5303	LGPS Pension	66,000	62,610	73,900	60,051	86,468	0	94,061	0	0
5304	Inland Revenue PAYE Ees NICs	21,000	21,803	23,000	17,960	24,125	0	26,840	0	0
5307	Staff Contingencies	20,000	5,244	20,000	4,771	4,771	0	45,000	0	0
	<b>Overhead Expenditure</b>	<u>356,500</u>	<u>355,289</u>	<u>386,900</u>	<u>296,447</u>	<u>400,406</u>	<u>645</u>	<u>474,538</u>	<u>0</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>(356,500)</u>	<u>(355,289)</u>	<u>(386,900)</u>	<u>(296,447)</u>	<u>(400,406)</u>		<u>(474,538)</u>		
	<b>Personnel - Income</b>	0	0	0	0	0	0	0	0	0
	<b>Expenditure</b>	356,500	355,289	386,900	296,447	400,406	645	474,538	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(356,500)</u>	<u>(355,289)</u>	<u>(386,900)</u>	<u>(296,447)</u>	<u>(400,406)</u>		<u>(474,538)</u>		
	<b>Total Budget Income</b>	0	0	0	0	0	0	0	0	0
	<b>Expenditure</b>	356,500	355,289	386,900	296,447	400,406	645	474,538	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(356,500)</u>	<u>(355,289)</u>	<u>(386,900)</u>	<u>(296,447)</u>	<u>(400,406)</u>		<u>(474,538)</u>		

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7 DECEMBER 2018

## **EMPLOYMENT BRIEFING E02-18 | 2018-2019 NATIONAL SALARY AWARD**

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2019-2020 to be implemented from 1 April 2019.

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 have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2019

Due to the introduction of the national living wage, the NJC agreement includes the introduction of a new pay spine on 1 April 2019 and the attachment translates the existing spinal column points and scale ranges used in the sector to the new scales.

© NALC 2018

## ANNEX 1

SCP	1 April 2018	1 April 2019			Old SCP[s]	Scale Ranges
	£ per annum	New SCP	£ per annum	* £ per hour		Based on New SCP
6	£16,394	1	£17,364	£9.02	6/7	<b>Below LC Scale (for staff other than clerks)</b>
7	£16,495					
8	£16,626	2	£17,711	£9.21	8/9	
9	£16,755					
10	£16,863	3	£18,065	£9.39	10/11	
11	£17,007					
12	£17,173	4	£18,426	£9.58	12/13	
13	£17,391					
14	£17,681	5	£18,795	£9.77	14	
15	£17,972	5	£18,795	£9.77	15	
16	£18,319	6	£19,171	£9.96	16/17	
17	£18,672					
18	£18,870	7	£19,554	£10.16	18	<b>LC1 (7-12) (substantive benchmark range)</b>
19	£19,446	8	£19,945	£10.37	19	
20	£19,819	9	£20,344	£10.57	20	
		10	£20,751	£10.79		
21	£20,541	11	£21,166	£11.00	21	
22	£21,074	12	£21,589	£11.22	22	
		13	£22,021	£11.45		<b>LC1 (13-17) (above substantive range)</b>
23	£21,693	14	£22,462	£11.67	23	
24	£22,401	15	£22,911	£11.91	24	
		16	£23,369	£12.15		
25	£23,111	17	£23,836	£12.39	25	
		18	£24,313	£12.64		<b>LC2 (18-23) (below substantive range)</b>
26	£23,866	19	£24,799	£12.89	26	
27	£24,657	20	£25,295	£13.15	27	
		21	£25,801	£13.41		
28	£25,463	22	£26,317	£13.68	28	
29	£26,470	23	£26,999	£14.03	29	<b>LC2 (24-28) (substantive benchmark range)</b>
30	£27,358	24	£27,905	£14.50	30	
31	£28,221	25	£28,785	£14.96	31	
32	£29,055	26	£29,636	£15.40	32	
33	£29,909	27	£30,507	£15.86	33	
34	£30,756	28	£31,371	£16.31	34	<b>LC2 (29-32) (above substantive benchmark range)</b>
35	£31,401	29	£32,029	£16.65	35	
36	£32,233	30	£32,878	£17.09	36	
37	£33,136	31	£33,799	£17.57	37	
38	£34,106	32	£34,788	£18.08	38	

## ANNEX 1

SCP	1 April 2018	1 April 2019			Old SCP[s]	Scale Ranges
	£ per annum	New SCP	£ per annum	* £ per hour		Based on New SCP
<b>39</b>	£35,229	<b>33</b>	£35,934	£18.68	39	<b>LC3 (33-36)</b> (below substantive range)
<b>40</b>	£36,153	<b>34</b>	£36,876	£19.17	40	
<b>41</b>	£37,107	<b>35</b>	£37,849	£19.67	41	
<b>42</b>	£38,052	<b>36</b>	£38,813	£20.17	42	
<b>43</b>	£39,002	<b>37</b>	£39,782	£20.68	43	<b>LC3 (37-41)</b> (substantive benchmark range)
<b>44</b>	£39,961	<b>38</b>	£40,760	£21.19	44	
<b>45</b>	£40,858	<b>39</b>	£41,675	£21.66	45	
<b>46</b>	£41,846	<b>40</b>	£42,683	£22.18	46	
<b>47</b>	£42,806	<b>41</b>	£43,662	£22.69	47	
<b>48</b>	£43,757	<b>42</b>	£44,632	£23.20	48	<b>LC3 (42-45)</b> (above substantive benchmark range)
<b>49</b>	£44,697	<b>43</b>	£45,591	£23.70	49	
<b>50</b>	£45,816	<b>44</b>	£46,732	£24.29	50	
<b>51</b>	£46,957	<b>45</b>	£47,896	£24.89	51	
<b>52</b>	£48,138	<b>46</b>	£49,101	£25.52	52	<b>LC4 (46-49)</b> (below substantive range)
<b>53</b>	£49,331	<b>47</b>	£50,318	£26.15	53	
<b>54</b>	£50,421	<b>48</b>	£51,429	£26.73	54	
<b>55</b>	£51,832	<b>49</b>	£52,869	£27.48	55	
<b>56</b>	£53,131	<b>50</b>	£54,194	£28.17	56	<b>LC4 (50-54)</b> (substantive benchmark range)
<b>57</b>	£54,455	<b>51</b>	£55,544	£28.87	57	
<b>58</b>	£56,272	<b>52</b>	£57,397	£29.83	58	
<b>59</b>	£58,082	<b>53</b>	£59,244	£30.79	59	
<b>60</b>	£59,901	<b>54</b>	£61,099	£31.76	60	
<b>61</b>	£61,732	<b>55</b>	£62,967	£32.73	61	<b>LC4 (55-62)</b> (above substantive benchmark range)
<b>62</b>	£63,541	<b>56</b>	£64,812	£33.69	62	
<b>63</b>	£65,372	<b>57</b>	£66,679	£34.66	63	
<b>64</b>	£67,167	<b>58</b>	£68,510	£35.61	64	
<b>65</b>	£68,869	<b>59</b>	£70,246	£36.51	65	
<b>66</b>	£70,607	<b>60</b>	£72,019	£37.43	66	
<b>67</b>	£72,387	<b>61</b>	£73,835	£38.38	67	
<b>68</b>	£74,217	<b>62</b>	£75,701	£39.35	68	

## \* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours rounded to the third decimal place.

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