

TRURO CITY COUNCIL



CITY OF TRURO

Town Clerk's Department
Municipal Buildings
Boscawen Street
Truro TR1 2NE
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28 August 2024

To: Chairman and members of the **STAFFING COMMITTEE**
Councillors Biscoe, Green, Rich, Roby and Roden
and all other Members of **TRURO CITY COUNCIL** *for information*

Before the meeting the Chairman will read out the Library Building Fire Procedures

Dear Councillor

AGENDA

NOTICE IS HEREBY GIVEN that the meeting of the **STAFFING COMMITTEE** will be held at **THE TRAINING ROOM, TRURO COMMUNITY LIBRARY (FIRST FLOOR), UNION PLACE** on **MONDAY 2 SEPTEMBER 2024** at **7.00 pm** for the transaction of the under mentioned business: -

- 1 **COUNCILLORS IN ATTENDANCE AND APOLOGIES**
To resolve to accept apologies.
- 2 **DECLARATIONS OF INTEREST**
- 3 **OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA**
VERBAL QUESTIONS (5 minutes only)
- 4 **MINUTES** (Appendix A)
To resolve to approve and sign the minutes of the Staffing Committee meeting held on 2 July 2024.
- 5 **DEPUTY TOWN CLERK REPORT**
Verbal report including Grievance outcome, time recording, extend HR contract, standardisation of employment contracts, and recruitment to vacancies.
- 6 **CHAIRMAN'S REPORT**
Verbal report.
- 7 **LINE MANAGEMENT CLARIFICATION FOR TOWN CLERK**
- 8 **CHRISTMAS BREAK ARRANGEMENTS** (Appendix B)
- 9 **EMPLOYEE HANDBOOK AND SINGLE STATUS REVIEW** (Appendix C - Can be found at <https://truro.gov.uk/document/staff-handbook/>.)
- 10 **BUDGETS**
Pay award 2024/25 and next year's assumption.
- 11 **PAY POLICY STATEMENT** (Appendix D)
To review and recommend to Full Council the pay policy statement.

12 **CORRESPONDENCE**

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None.

13 **EXCLUSION OF THE PRESS AND PUBLIC**

In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public will be excluded from the meeting during consideration of the following items by reason of its confidential or special nature.

14 **JOB EVALUATION**

Update on contractor.

15 **JOB EVALUATION** (Appendix E)

To recommend to Finance and General Purposes Committee that Town Clerk & Deputy Town Clerk salary range is reviewed.

16 **HR CONTRACT SPECIFICATION** (Appendix F)

17 **READMITTANCE OF THE PRESS AND PUBLIC**

Press and public will be permitted to rejoin the meeting following the conclusion of the confidential items.

18 **DATE OF NEXT MEETING**

2 December 2024.

19 **ITEMS FOR FUTURE MEETINGS**

a) Severance Policy



David Rodda MBE
TOWN CLERK



CITY OF TRURO
Town Clerk

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**MEETING OF STAFFING COMMITTEE HELD ON
TUESDAY 2 JULY 2024 at 7.00 pm
in the Mayor's Parlour, first floor, Truro Public Library, Union Place, Truro**

PRESENT: Councillors Biscoe, Rich, Roby and Roden (Chairman).

APOLOGIES: Apologies of absence were received from Councillor Green (personal).

Also in Attendance: David Rodda MBE, Town Clerk
Esther Greig, Deputy Town Clerk
Mica Crook, HR Assistant
Cheryl Simpson, Committee Clerk

1 MEMBERSHIP **S/24/170**
It was noted that the members of this Committee were Councillors Biscoe (Vice-Chairman), Green, Rich, Roby and Roden (Chairman).

2 APOLOGIES **S/24/171**
The apologies for absence as submitted were accepted.

3 DISCLOSURES OR DECLARATIONS OF INTERESTS **S/24/172**
There were none.

4 MINUTES **S/24/173**
It was proposed by Councillor Biscoe, seconded by Councillor Rich, and

RESOLVED that the Minutes of the Special Staffing Meeting held on 20 May 2024 were considered a correct record.

5 OPEN SESSION FOR ELECTORS OF TRURO **S/24/174**
There were no questions or comments.

6 REVIEW OF TERMS OF REFERENCE AND SCHEME OF DELEGATION **S/24/175**
Councillors reviewed the revised terms of reference and scheme of delegation. In noting that the Mayor and Deputy Mayor were deliberately not included in the Staffing Committee membership it was agreed to check the Council's Grievance Policy to confirm that the Mayor and Deputy Mayor were included as part of the process. It was agreed to change paragraph 4.1 second bullet point to "*To authorise the Deputy Town Clerk to ensure the administration of annual appraisals and staff training programme take place.*"

It was proposed by the Chairman, seconded by Councillor Biscoe, and

RESOLVED TO RECOMMEND TO COUNCIL that the draft revised terms of reference as amended and scheme of delegation be adopted.

7 DEPUTY TOWN CLERK REPORT **S/24/176**
The Deputy Town Clerk updated the Committee as follows: the new management team were settling into their roles with a consequential positive change in the mood

and culture of the Council. Two new administrators/ committee clerks had been recently recruited. A part-time finance assistant job was currently advertised. The next post to be advertised would be a Visit Truro vacancy; there was also a vacancy for a communications/events role. Staff job descriptions were gradually being updated and the HR staffing folders were also being reviewed and updated in line with GDPR. Council policies and procedures were in the process of being reviewed and updated. Management had met with the Council's Unite representative and would be contacting the Unison union shortly. For reporting purposes, to avoid a GDPR issue the salaries of two members of staff would be amalgamated. Staff appraisals would commence in August, with the Parks Department starting in October and the Library talking place at the end of the year when business was quieter. It was noted that the Council had paid the Real Living Wage for some time but was not currently registered as a Real Living Wage employer, this might be useful in the future eg in relation to the Good Growth funding programme. Work would also be undertaken with a view to recruiting apprentices to the Parks Department again.

It was proposed by the Chairman, seconded by Councillor Biscoe, and

RESOLVED that the report be noted.

RECOMMENDED TO COUNCIL that Truro City Council apply to be formally registered as a Real Living Wage employer.

8 CHAIRMAN'S REPORT **S/24/177**
The Chairman thanked the Town Clerk, Deputy Town Clerk and HR Assistant for all their hard work in relation to the Staffing Committee.

9 ADDITIONAL MANAGEMENT RESOURCES **S/24/178**
Following the recent increase in the Council's estate and the corresponding significant service delivery agenda, Members considered recruiting a new Facilities Manager and a proposed recruitment timetable. It was also noted that the job description would be amended to include a reference to the Toilet Cleaning Team, Café staff and community safety. Following the meeting consultation would be undertaken with the unions as usual.

It was proposed by the Chairman, seconded by Councillor Biscoe, and

RESOLVED that the report be noted.

RECOMMENDED TO COUNCIL that Council consider a person specification and a job description for a Facilities Manager position.

10 TRAINING AGREEMENTS **S/24/179**
It was proposed by the Chairman, seconded by Councillor Biscoe, and

RESOLVED that a de minimis level of £500 be set for claiming back training costs from staff who leave the Council's employment shortly after undertaking non-mandatory training.

11 APPRAISALS **S/24/180**
It was proposed by Councillor Biscoe, seconded by the Chairman, and

RESOLVED that the new appraisal paperwork and staff appraisal timetable be approved.

12 COUNCILLOR TRAINING **S/24/181**
The Committee discussed their training needs for the future, noting that Committee members were required to have the requisite experience or training. NALC offered an 'essentials of being a good employer' training course in addition to individual

sessions on appraisal skills, managing performance and effective sickness and attendance management. It was also suggested that Tamar HR could be consulted about any relevant training they could offer. There was general agreement that Councillors undertake the NALC 'Essentials of being a good employer' training course. Later in the meeting it was suggested that relevant Councillors undertake specific training about understanding whistleblowing in the future.

13 EXCLUSION OF THE PRESS AND PUBLIC **S/24/182**
There were no press or public in attendance.

14 DEPUTY TOWN CLERK REPORT **S/24/183**
This was covered at Minute No. S/24/176 above.

15 FACILITIES MANAGEMENT **S/24/184**
This was covered at Minute No. S/24/178 above.

16 PENSIONS DISCRETIONS POLICY **S/24/185**
The Committee considered a draft policy in exercising its discretions under the Local Government Pension Scheme (LGPS). Members supported Option 1 amended to include LGPS timescales for pensions option.

It was proposed by the Chairman, seconded by Councillor Roby, and

RESOLVED that the report be noted.

RECOMMENDED TO COUNCIL that Council consider the LGPS 2024 Discretions Policy, as discussed: that Truro City Council will not make additional pension contributions. However, exceptionally, where it is in the financial interests of the Council to do so and there is a tangible and specific organisational benefit, the policy could allow for the payment of discretionary benefits in cases of early retirement and the award of additional pension. The policy could provide for early retirement on compassionate grounds in exceptional circumstances and flexible retirement where there is a benefit to the Council.

[Councillor Loic Rich left the meeting at 8.10pm and returned at 8.20pm.]

17 HUMAN RESOURCES (HR) TENDER **S/24/186**
Members reviewed the current contract which had another 4 months to run. The Deputy Town Clerk reported that by nature of its legal and professional service, the Council was not required to be put the contract out to tender.

It was proposed by Councillor Biscoe, seconded by Councillor Rich, and

RECOMMENDED TO COUNCIL that the Human Resources (HR) contract be extended for another 18 months.

18 EMPLOYEE HANDBOOK AND SINGLE STATUS REVIEW AND STANDARDISATION OF EMPLOYMENT CONTRACTS **S/24/187**
The Deputy Town Clerk provided the Committee with a copy of the latest draft employee handbook. Work was also being undertaken to standardise contracts of employment and the current status of library contracts was noted. The final version would be presented in September.

It was proposed by Councillor Biscoe, seconded by the Chairman, and

RESOLVED that the report be noted.

19 STAFF COUNCIL (ENGAGEMENT) **S/24/188**

Members considered a copy of the latest Manager's Meeting Minutes and were asked if they wished to receive copies in the future. It was generally agreed that a copy of future meeting notes be sent to the Chairman of the Staffing Committee for information. Members felt that it would be advisable to reach 50% union membership in order to have effective staff representation; Deputy Town Clerk to promote.

[Councillor Biscoe left the meeting at 8.37pm.]

20 READMITTANCE OF THE PRESS AND PUBLIC S/24/189

There were no press and public to be invited back into the meeting.

21 DATE OF NEXT MEETING S/24/190

It was agreed the next meeting dates for 2024/25 be 2 September and 2 December 2024.

22 ITEMS FOR FUTURE MEETINGS S/24/191

- i. Real Living Wage.
- ii. Severance Policy.

The meeting closed at 8.42 pm

-----CHAIRMAN

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Report to:	Staffing Committee	
Date:	02.09.2024	
Title:	Christmas Break Hours	
Authors, Roles and Contact Details:		
Approval and clearance obtained from chair of committee:		Y / N
Urgency Procedure(s) used? If yes include rationale.		N

Recommendation(s):

1. To agree office opening and that all staff have the days off over the festive period as outlined in this report.

1 Executive Summary

1.1 The festive break

2 Purpose of Report and key information

2.1 To confirm the working hours of staff over the festive break and clarify the inequality of contracts.

2.2 Christmas day falls on a Wednesday this year with new years day on the following Wednesday.

2.3 The single status is clear about two extra statutory days off being taken at Christmas for Office staff and one for Parks. It is usual practice for Christmas eve to be a half-day in addition to New Year's Eve. The library is planned to close on the Friday and Saturday as the extra-statutory days off, opening on Monday and Tuesday. Not all the library staff are currently contractually entitled to the additional statutory days.

2.4 The office staff extra-statutory days will be the Friday and Monday. With the library planned to be open on the Tuesday, the building will therefore be available for those office staff without sufficient remaining holiday entitlement to work this Tuesday.

3 Benefits for Customers/Residents

3.1 Advance warning of potential service disruptions.

4 Relevant Previous Decisions

4.1 N/A

5 Consultation and Engagement

5.1 Confirmation with Library manager.

6 Financial Implications of the proposed course of action/decision

6.1 N/A

7 Legal/Governance Implications of the proposed course of action/decision

7.1 Single Status.

26.5 Additional Statutory Days



In addition to the above, the employee is entitled to two extra statutory days holiday. For Managerial and Administrative staff the extra days are the first and second working days after Boxing Day. For Parks and Amenities staff, the 2 extra days are the first day after Boxing Day and one day after the August Bank Holiday. Pro rata calculations are used as above for part-time staff. All employees are entitled to St Piran's Day on the 5th March as a holiday day, if it falls on a weekday (Monday-Friday). This additional 'gifted' day is not included in holiday calculations.

8 Risk Implications of the proposed course of action/decision

N/A

9 Options available

9.1 **Do nothing** – Potential for alienation of staff not currently given the extra statutory days. There would be no significant saving of service level.

9.2 **Chosen option** – It is strongly recommended that until such time as the contracts are changed; that the library staff get these extra-statutory days too (as per national agreement), and that the office is advertised as closed for the whole period to manage public expectation.

10 Supporting Information (Appendices)

10.1 N/A

11 Approval and clearance

11.1 N/A

All reports:

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Town Clerk (Required for all reports)		
Mayor or chair of relevant Committee (Required for all reports)		
Deputy Town Clerk (Finance and HR) (Required for all reports)		
Responsible Officer (If required)		



Report to:	Staffing Committee	
Date:	2nd September 2024	
Title:	Pay Policy Statement	
Authors, Roles and Contact Details:	Esther Greig Deputy Town Clerk/Responsible Financial Officer, Truro City Council esther@truro.gov.uk	
Approval and clearance obtained from chair of committee:		Y
Urgency Procedure(s) used? If yes include rationale.		N
Recommendations to Full Council <ol style="list-style-type: none"> 1. To note the contents of the report. 2. To recommend to Council that the pay policy statement is approved 		

1 Executive Summary

- 1.1 Truro City Council is required under section 38 of the Localism Act to produce annual Pay Policy Statements.
- 1.2 The Local Government Transparency code 2015 recommends that the pay policy multiple is published on the website, along with senior posts paid over £50,000pa.

2 Purpose of Report and key information

- 2.1 To highlight that the website information is out of date and note that TCC have not published a Pay Policy Statement.

3 Benefits for Staff/Councillors

- 3.1 TCC meets its statutory requirements.
- 3.2 That the pay policy is clear for all to prevent any misunderstandings.

4 Relevant Previous Decisions

- 4.1 N/A

5 Consultation and Engagement

- 5.1 The Union Representative has seen and commented on this policy before it was presented for consideration at this committee meeting.

6 Financial Implications of the proposed course of action/decision.

- 6.1 none



7 Legal/Governance Implications of the proposed course of action/decision

7.1 The provision of an annual pay policy statement is mandatory

8 Risk Implications of the proposed course of action/decision

TCC are currently in breach of its statutory requirements by not providing a Pay Policy statement.

9 Options Available

9.1 None – this statement is mandatory.

10 Supporting Information (Appendices)

10.1 The draft Pay Policy Statement.

11 Approval and clearance

11.1 All necessary approvals for this report to be presented Staffing Committee have been obtained.

All reports:

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Town Clerk (Required for all reports)	Yes	1/08/24
Mayor or chair of relevant Committee (Required for all reports)	Yes	27/08/24
Deputy Town Clerk (Finance and HR) (Required for all reports)	Yes	15/07/24



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Pay Policy Statement 2024-25

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1. Introduction

This pay policy statement describes the Council's policies that relate to the pay of its workforce, particularly its senior officers and its lowest paid workers. This will be approved by Full Council at its next meeting in 2024.

2. Purpose and aim of the policy statement

This document fulfils the requirement of the Localism Act 2011 that local authorities prepare and publish a pay policy statement for each financial year. The pay policy statement is intended to provide sufficient information about pay policy to enable local taxpayers to reach an informed view about local decisions on all aspects of remuneration for relevant employees. It also sets the context for the numerical information that is published by the Council under Local Government Transparency Code 2015 and by The Accounts and Audit (England) Regulations 2011.

3. Policy statement

The Council is committed to transparent, fair and equitable pay and reward arrangements that provide value for money and enable the recruitment and retention of employees with the skills and motivation to deliver high quality services for Cornwall and its communities. The Council has a single status agreement and recognises trade unions. The policies that support these objectives are summarised in section 5.

4. Scope

The pay policy statement describes the pay arrangements that apply to the Council's senior and lowest paid employees. The senior employee is the Council's Clerk. The Council's lowest paid employees are those whose terms and conditions of employment are established by the National Joint Council for Local Government Services and amended through local collective agreements from time to time. The Council's lowest paid employees aged over 25 receive a salary equivalent to the minimum of spinal column point 1 on the National Association of Local Council's pay structure. The Council honours the Living Wage Foundation Living Wage as its pay structure minimum and it has committed to being an accredited member of the Living Wage Foundation from 1st April 2025. This will mean that its lowest paid employees will be paid RLW (or SCP 1, whichever is higher) with effect from 1 April 2025.

5. Policy details

The policies set out below apply to the Council's senior officers and its lowest paid employees unless otherwise stated.

5.1 Pay structure

The Council's pay structure for the relevant employees consists of 45 job roles with salary point and ranges. Grades are allocated to roles through a process of job evaluation which establishes the relative value of different roles. Employees are appointed to the minimum of the salary range for the job unless there is a substantial reason for making an exception, for example to secure the appointment of a candidate of the right calibre, and progress through the salary points as they become more experienced in the role.

The Council uses the NALC and SLCC recommended salary scales. In exceptional circumstances, for example for retention reasons, employees may be awarded accelerated salary progression at the discretion of the Council.

The Council's Staffing Committee is responsible for, amongst other things, recommending the remuneration of the Clerk. Further details on the responsibilities of Staffing Committee are set out in its terms of reference which are available on the Council's website.

Where an employee is promoted or regraded to a higher grade, they should receive an immediate pay increase.

The Council has agreed that it will implement the outcome of national pay negotiations on pay and make appropriate adjustments to its pay structure. The Council's pay structure creates the foundation for the relationship between the pay of all the roles within the scope of the pay policy statement.

5.2 Job evaluation

Job evaluation is used to determine the relative value of roles within the Council. Different elements within each role will accrue a number of job evaluation points. The total number of points accrued will determine the relevant grade for each role. The Council uses the National Association of Local Councils (NALC) Scheme and the NJC Green Book.

5.3 Market supplements

In exceptional circumstances, the Council may pay a market supplement in addition to the salary for a role where, in the absence of such a payment, it would not be possible to recruit and retain suitable employees. The value of the market supplement takes into account the labour market pay information for similar jobs. Any market supplements are reviewed on an annual basis and are varied or ceased as necessary according to the labour market evidence for the role in question.

5.4 Premium payments

The standard working week for employees within the scope of this policy statement is 37 hours, worked from Monday to Sunday. For some employees who are required to work outside the normal working week, a premium payment may be due. The premium payments which may be payable are set out below.

5.4.1 Overtime

Overtime is time worked beyond the standard (37 hours) or contracted working week. Overtime is only paid in circumstances where it is not practicable to grant compensatory time-off in lieu (one hour for one hour). All paid overtime is subject to authorisation in advance by the Senior Management Team. Overtime is subject to the terms and conditions set out in the single status agreement 2018.

5.4.2 Work on public holidays

Work on public holidays is compensated by time-off in lieu, unless outside of their normal contractual terms and is subject to the terms and conditions set out in the single status agreement 2018.

5.4.3 Honoraria

TCC may make an honorarium payment for exceptional or special work undertaken on a short-term basis for up to six months. In certain circumstances, TCC may extend this. The Clerk and RFO must approve the honoraria. Final authorisation is given by Finance and General Purposes Committee.

The payment may:

- reward additional hours (where not overtime payments)
- cover tasks involving responsibilities at a higher level

The honorarium payment amount will relate to the work's level and other objective criteria. The manager may refer to similar-graded jobs under the job evaluation system when judging an appropriate payment.

5.5 Allowances

5.5.1 First aid allowances

Employees designated by the Council as recognised first aiders are entitled to a First Aid payment.

5.5.2 Professional fees

The Council pays the professional fees of employees where the Council's Staffing Committee determines that membership of a professional body is essential for the continuous professional development of an employee.

5.6 Business travel and expenses

Where employees are required to travel in the course of their duties, they are expected to determine the most appropriate form of transport taking into account the total cost, travel time and carbon emissions. The cheapest form of transport will normally be chosen unless the travel time is unreasonable. If there are two forms of transport with comparable costs, the transport with the lowest carbon emissions must be selected unless the travel time is unreasonable. If public transport is used, the cheapest travelling fare should be chosen, for example a monthly or annual season ticket. It is the Council's policy not to pay for first class travel.

5.6.1 Mileage allowances

Where employees use their own vehicles for business purposes, the following allowances will apply in each tax year 45p per mile for the first 10,000 miles, 25p per mile for each mile thereafter.

5.6.2 Subsistence payments

Employees may claim reimbursement of reasonable additional expenditure actually incurred whilst they are away from their normal place of work and unable to follow their usual arrangements. Such claims will normally be paid only in circumstances where employees are required to travel out of Cornwall and incur an overnight stay. Where it is agreed that the journey will be made in a single day, claims for reasonable reimbursement for lunch and an evening meal will be considered. Reimbursement of all claims will only be paid on submission of a receipt for the expenditure incurred. All subsistence must be agreed by the Clerk for Staff, and by Finance and General Purposes Committee for the Clerk.

5.7 Pensions

The Council's policy is not to grant augmented benefits under the Local Government Pension Scheme except where it is essential to do so in order to facilitate a tangible and specific organisational benefit. The Council's policy is not to contribute to any Shared Cost Additional Voluntary Contribution scheme.

5.8 Salary and pension payments

The Council does not exclude a person in receipt of a pension from another public sector organisation from applying for and being appointed to a job with the Council. The Council's primary concern is to appoint the best person for the job utilising an effective and fair recruitment and selection process. The Council's policy is to disregard any previous public sector retirement income as that is a matter for the relevant public sector pension fund and the individual concerned.

5.9 Retirement

5.9.1 Early retirement

The Council's policy is not to allow employees to retire early with an unreduced pension unless a financial saving can be achieved within a period of no more than two years and there is a benefit to the service. However, from 1 April 2014, under the Local Government Pension Scheme Regulations, employees aged 55 or over have the ability to cease employment and draw a reduced pension.

5.9.2 Flexible retirement

The Council permits flexible retirement only where there is either a financial or operational benefit to the Council and where the employee's reduced level of earnings together with their pension does not exceed their pre-retirement earnings. In addition, the Council will not waive any actuarial reduction to an employee's pension benefits and any pension costs to the Council must be recovered within a two-year period.

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5.10 Sickness

Employees are entitled to receive an allowance in accordance with the following scale:

During 1st - year of service	1 month's full pay and (after completing 4 months service) 2 months half pay
During 2nd - year of service	2 months full pay and 2 months half pay.
During 3rd - year of service	4 months full pay and 4 months half pay.
During 4th & 5th - year of service	5 months full pay and 5 months half pay.
After 5 years' service	6 months full pay and 6 months half pay.

N.B. For the purposes of calculating "half pay", the rate of pay for the agreed salary month will be used.

6. Pay Multiple

The "pay multiple" is defined as the ratio between the highest paid salary and the median full-time equivalent salary of the Council's workforce. The ratio is 2.9:1.

7. Consultation and engagement

The recognised trade unions representing the relevant employees within the scope of this pay policy statement have been consulted on the statement.

8. Performance and risk management

In accordance with the requirements of the Localism Act, this policy statement will be kept under review and, as a minimum, will be reviewed and updated on at least an annual basis to ensure an accurate pay policy statement is published ahead of each financial year. The annual review will be facilitated and coordinated by the Clerk

9. Communicating the policy

The Council will publish its pay policy statement on its website.

10. Changes to the policy

The Council may, at any time, by resolution of the Council, amend this pay policy statement.

11. Information and training

Further information relating to this pay policy statement can be obtained from the Clerk.

12. Evaluation and review

The pay policy statement will be subject to review by no later than 31/04/2025.

Prepared by
Esther Greig
Deputy Clerk and Responsible Financial Officer
15th July 2024



Report to:	Staffing Committee	
Date:	2nd September 2024	
Title:	Clerk & Deputy Clerk Pay Scales	
Authors, Roles and Contact Details:	Esther Greig Deputy Clerk and RFO	
Approval and clearance obtained from chair of committee:		Y
Urgency Procedure(s) used? If yes include rationale.		N

Recommendation(s):

1. To recommend to Finance and General Purposes Committee that the Town Clerk & DC/RFO pay ranges be revised to reflect national standard
2. To recommend that the Town Clerk pay range is SCP 55-60
3. To recommend that the Deputy Clerk/Responsible Financial Officer pay range is SCP 44-48

Executive Summary

- 1.1 Clerk salary scales are benchmarked using NALC/SLCC guidelines based on the NJC scales published annually. Salary ranges should encompass 5-7 Spinal Column Points (SCP). Current TCC range is 4 SCP.
- 1.2 Benchmarking is based on the number of council meetings, services and delegated functions, the management of staff and contractors, financial responsibilities – assets and facilities, managerial work and delegated powers.
- 1.3 CALC advises that a Deputy Clerk's salary range should be 75% of that of the Clerk.

2 Purpose of Report and key information

- 2.1 The Town Clerk job role was benchmarked against the standard criteria by TCC in early 2023-24 following the retirement of the previous Clerk. The Clerk job evaluation is at LC4 above substantive – covering SCP 55-62 (see appendix – CALC benchmarking guide).
- 2.2 The scale is based on new entrant Clerk (no experience or qualifications) at bottom of scale, then +1 for RFO, +1 for CiLCA, +3 incremental/experience points.
- 2.3 The current salary range is SCP 55-58 for the Clerk and 42-45 for the Deputy Clerk.

3 Benefits for Customers/Residents

- 3.1 N/A

4 Relevant Previous Decisions

- 4.1 N/A

5 Consultation and Engagement

- 5.1 N/A

6 Financial Implications of the proposed course of action/decision

- 6.1 The Town Clerk grading is correct for 2024-25; no implication for extending the salary range.



6.2 The Deputy Clerk/RFO grading is incorrect and would need to be increased by 2 SCP to reflect new entrant to position and RFO point. The increase can be covered within existing budget.

7 Legal/Governance Implications of the proposed course of action/decision

7.1 The recommendation will bring TCC pay scales in line with national standards.

8 Risk Implications of the proposed course of action/decision

8.1 none

9 Options available

9.1 **Do nothing** – May have an adverse effect on staff morale if they feel they are not valued.

9.2 **Other options** - none.

9.3 **Chosen option** – To extend the pay range from 4 to 6 SCPs for the Clerk role 55-60. To extend the Deputy Clerk/RFP pay range from 4 to 5 SCPs at 75% of Clerk role (at bottom SCP 55) 44-48.

10 Supporting Information (Appendices)

10.1 CALC Benchmarking Guide

11 Approval and clearance

All reports:

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Town Clerk (Required for all reports)	Yes	28/8/24
Mayor or chair of relevant Committee (Required for all reports)	Yes	28/8/24
Deputy Town Clerk (Finance and HR) (Required for all reports)	Yes	28/8/24



Cornwall Association of Local Councils

Benchmarking Guide

This publication covers the salaries and conditions of service of full-time and part-time Clerks and other officers of Town, Parish Councils (Referred to as Local Councils). It has been developed to assist members during a review of the salary, terms and conditions of the post of Clerk to the Council.

A council may wish to review the salary scales for its proper officer for several reasons including :

- to establish a range for the post when recruiting a new clerk
- when it wishes to review the salary scales relevant to the post of clerk to the council
- where the current postholder requests that the salary scales be reviewed.

The following information has been developed by the Cornwall Association of Local Councils to guide members during the benchmarking of the Clerk's salary.

1. NALC and SLCC have jointly agreed the appropriate salary ranges and core terms and conditions for the Officers of Town and Parish Councils.
2. The Terms and Conditions are based on the National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services and regularly reviewed and agreed by NALC and SLCC acting together.
3. Councils are strongly recommended to adopt this agreement and to conduct their employment relations in line with the guidance as outlined in the National Agreement on Salaries and Conditions of Service 2004.

BENCHMARKING

1. Local council clerks are paid in accordance with the local government spinal column points (SCP) system which for the purposes of the benchmarking process run from SCP 5 – 62.
2. The benchmarking scheme establishes a range of 5 – 7 Spinal Column Points (SCP) which represents the salary range for the post of clerk to your council. This range must consider the scope and ambition of your council.
3. Four post profiles have been created to broadly match four bands of spinal column points to give a guide as to where to start. These are outlined in the table below.

Scale	Points below Substantive range	Substantive Benchmark Range	Points above Substantive range
LC 1	5 – 6	7 – 12	13 - 17
LC 2	18 – 23	24 – 28	29 - 32
LC 3	33 – 36	37 – 41	42 - 45
LC 4	46 – 49	50 – 54	55 - 62

4. Each profile sets some core criteria which if matched exactly fall in the range of the substantive benchmark. Variances either side of this mid point allow the council to find a range relevant to itself.
5. A salary range is not restricted by the profiles. Having considered all the roles and responsibilities of the clerk, it often crosses the range at the top of one profile and the bottom of the next.

NOTE :

THE PURPOSE OF BENCHMARKING IS TO ESTABLISH A SALARY SCALE FOR THE POST NOT FOR THE CURRENT POST HOLDER.

IF YOU ARE REGRADING AN EXISTING EMPLOYEE, IT IS ESSENTIAL THAT YOU CONSIDER THE POST OF THE PROPER OFFICER AND THE LEVEL OF RESPONSIBILITIES ATTACHED TO THE POST.

ONLY WHEN YOU HAVE ESTABLISHED THE RANGE FOR THE POST, CAN YOU CONSIDER THE PERSON IN POST - YOU MUST NOT CONSIDER THE CURRENT POST HOLDER DURING THE BENCH MARKING PROCESS.

BENCHMARKING PROCESS

STEP ONE – GATHERING CORE INFORMATION

The Council must gather the information about the post of clerk under the following headings

BOLD – essential criteria

Italic – other factors

a. Meetings

- **The number of full council meetings per annum**
- *The number of committee meetings per annum*

b. Delegated functions

- **The number of services delivered by the council on behalf of the principal council.**
- *The number of statutory functions delivered by your council i.e., allotments, burial grounds*
- *The number of other major services delivered by the council where the officer has direct responsibility for the service i.e., playing fields, village halls.*

c. Management of Staff

- **The number of staff (employees) managed by the Clerk**
- *The number of contractors where the Clerk has direct responsibility for line management.*

d. Financial Responsibility

- **Total value of assets held by council under the management of the officer**
- *Level of responsibility for the management of the assets (management of budgets and cash flow, financial reporting banking)*
- *Level of responsibility for the management of council facilities including buildings, open spaces etc*

e. Responsibility

- **Level of managerial work and responsibility**
- *Involvement in the running of the council's day to day affairs*
- *Level of delegated powers given to the Clerk to act.*

The council must be honest in its assessment of the and the workload of the post. It is important that the evaluation not only accommodates the current workload but looks to the future demands of the role.

STEP TWO : ESTABLISHING THE SALARY RANGE

The Council must now consider its responses against the core criteria of each profile as

- a. Using the Core Information, identify which profile/s are appropriate for your council.

- Is there one perfect profile?
 - Are there any you can rule out completely?
 - Which one or two are closest to your information?
- b. Consider the other factors. What weighting do they give to the post of clerk to the council?
- Do they increase the responsibility of the clerk?
 - Do members play an active part in managing strands of this work?
 - Is the clerk the direct line manager or do members play a role?
 - What are the delegated powers of the clerk to act and if appropriate does this add to the level of responsibility?
- c. Establish a range of 5 – 7 SCP points which take all the above into account, where
- The lowest point will be a starting level salary, with no previous experience and no qualifications
 - The highest point will be the ceiling for the post no matter what length of service, qualifications and experience.

WORKED EXAMPLE**Meetings**

12 council + 2 Extra Ordinary meetings

14 meetings

No committee meetings

Delegated functions

No delegate functions

Council owns a playing field

Staff

No staff

1 contractor

Finance

Total assets £38,000 + playing field, benches and notice boards

Profiles

Not profile 3 or 4

Meetings and finances = profile 2 (SCP 18 – SCP 32)

Delegated functions and staff = profile 1 (SCP 5 – SCP 17)

Likely range SCP 15 – SCP 22

Clerk is also RFO which attracts an additional SCP so the range for the role (adjusted for RFO) is SCP 16 – SCP 22

STEP THREE : ASSIMILATING EXISTING STAFF ONTO THE NEW SCALE

Note : this can only be done once the above process has been completed.

Having established the salary range for the post, the council must now place an existing employee on the scale.

INCREMENTAL POINTS

The NALC/SLCC joint agreement recognises the following qualifications require incremental points, which are included in the standard model contract of employment

Certificate in Local Council Administration (CiLCA)	1 point
1 st year Cert. in Local Policy/Community Governance	1 point
2 nd year Diploma in Local Policy/Community Governance	1 point
3 rd year Degree in Local Policy/Community Governance	1 point

Using the worked example if the salary range is SCP 16 - SCP 22 , then

After 4 years' service, no qualifications, subject to appraisal = SCP 20
(SCP 16 + 4 points for experience by appraisal on an annual basis)

On appointment, a new clerk/RFO, with CiLCA and 10 years local government/clerking experience = SCP 20
(SCP 16 + 1 point for CiLCA, + 3 points experience)

EMPLOYMENT ISSUES

1. Part Time Clerks

The benchmarking process identifies an annual salary.

To calculate the hourly rate

Annual salary / 52 / 37

2. Minimum Wage

The minimum wage is calculated by salary paid divided by hours worked rather than the contracted hours. It is essential that the council records any additional hours worked and that they are claimed and reimbursed either as time off in lieu or overtime to avoid paying less than minimum wage.

For example, a Clerk paid £15 per hour but working for twice the number of contracted hours will only be paid £7.50 per hour which is well below the national minimum wage.

3. SCP v Hourly Rate

Benchmarking is not an exact science. (A single SCP is only worth approximately 30p.) Where the officer is part time it is much more important to ensure that the council is paying for the right number of hours. As highlighted above, the Council must be clear about the number of contracted hours and be prepared to increase them over time if the role changes and/or responsibilities increased. This is considered as part of appraisal.

4. Contract, Post Description, Terms and Conditions

The contract of employment will need to be revised to describe the new salary scales etc. It will also need to establish an appropriate appraisal system to allow the post holder to rise up the scale in line with qualifications, length of service and experience.

5. Appraisal and Performance Management

The model contract of employment highlights that 'subject to a satisfactory appraisal' an employee will progress up the range by one SCP per year. The CALC has prepared a guide to appraisal and performance management which is available to download from our website. The conversations undertaken on a regular basis allow both the employer and the employee to explore the number of hours for the role and training needs which can then be considered by the relevant committee/council.

PROFILE 1 (275 Points)

Scale	Points below Substantive range	Substantive Benchmark Range	Points above Substantive range
LC 1	5 – 6	7 – 12	13 - 17

The post requires practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural and policy knowledge. *e.g., small or medium parish.*

The post requires judgmental or creative skills; where there is some need to interpret information or situations and to solve straightforward problems.

The post involves Exchanging orally or in writing varied information with a range of audiences, exercising advisory, guiding, negotiating or persuasive skills: *e.g. Up to 6 meetings a year*

The post involves working within recognised procedures, which leave some room for initiative. The work may involve responding independently to unexpected problems and situations. The postholder has access to guidance on unusual or difficult problems. *e.g. No devolved functions*

The post involves some direct impact on the well being of individual, or groups of people, through undertaking tasks or duties, which are to their direct benefit, or impact directly on their health and safety.

The post involves limited, or no direct responsibility for the supervision, direction, or co-ordination of other employees. The work may involve demonstration of own duties, or advice and guidance, to new employees, or others *e.g. No Staff*

The post involves some direct responsibility for financial resources. The work regularly involves:

- Handling of cash, or processing of cheques, invoices or equivalent
- Being accountable for small expenditures from an agreed budget or equivalent income *e.g. Typical budget of up to £25,000*

The post involves some direct responsibility for physical resources. The work regularly involves either:

- Some responsibility for security of buildings, external locations or equivalent
- Day-to-day maintenance of equipment or premises, ordering, or stock control of a limited range of supplies.

PROFILE 2 (313 points)

Scale	Points below Substantive range	Substantive Benchmark Range	Points above Substantive range
LC 2	18 – 23	24 – 28	29 - 32

The post requires practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural and policy knowledge *e.g. small or medium parish.*

The post requires judgmental or creative skills; where there is some need to interpret information or situations and to solve straightforward problems.

The post involves either:

- Exchanging orally or in writing varied information with a range of audiences: or:
- Exercising advisory, guiding, negotiating or persuasive skills *e.g. 6 – 12 meetings per year.*

The post may involve

- working within recognised procedures, where the post holder is required to organise own workload.
- making decisions as to when and how duties are to be carried out and being able to respond independently to unanticipated problems and situations.

The postholder generally has access to guidance on serious problems *e.g. 2 devolved functions.*

The post involves considerable direct impact on the well-being of individual, or groups of, people *e.g. Many statutory functions.*

The post involves considerable direct responsibility for the supervision, direction, co-ordination, or training/development of other employees. The work involves the allocation of work to a small group or team, checking of work and the direction of staff, including, where appropriate, on-the post training. *e.g. small team of up to 10 staff.*

The post involves considerable direct responsibility for financial resources. The work involves either accounting for large sums of money, in the form of cash, cheques, direct debits, invoices, or equivalent, where care, accuracy and security are important or being accountable for considerable expenditures from an agreed budget or equivalent income.

The responsibility may include contributing to the setting and monitoring of the relevant budget and ensuring effective spend of budgeted sums. *e.g. Typical budget £25,000 – £250,000*

The post involves considerable direct responsibility for physical resources and may involve :

- Overseeing cleaning, maintenance and repair of a range of equipment, buildings, external locations or equivalent
- Overseeing security of buildings, external locations or equivalent

PROFILE 3 (451 Points)

Scale	Points below Substantive range	Substantive Benchmark Range	Points above Substantive range
LC 3	33 – 36	37 – 41	42 - 45

The post requires theoretical plus practical and procedural knowledge in a specialist area or an equivalent level of organisational, procedural and policy Knowledge *e.g. large parish/small town.*

The post requires analytical and judgmental or creative and developmental skills, where there is need to interpret information or situations and to solve varied problems or develop solutions or plans over the short term.

The post may involve:

- Exercising developed advisory, guiding, negotiating or persuasive skills to encourage others to adopt a particular course of action
- Exchanging orally and in writing complicated or sensitive information with a range of audiences *e.g. 12 meetings plus 2 committees.*
- Progressing a series of activities within recognized guidelines. The work involves making frequent decisions and exercising initiative without ready access guidance. The postholder consults a supervisor/ manager for advice on policy or resource issues *e.g. 3 delegated functions*

The post involves high direct impact on the well-being of individual, or groups of people *e.g. Most statutory functions.*

The post involves high direct responsibility for the supervision or management, direction, co-ordination, or training/development of other employees. The work involves supervising, directing and co-ordinating the work of a group of staff covering more than one area of activity or in more than one workplace, including allocation of work and evaluation and appraisal of the work carried out. *e.g. large team 10-20 staff.*

The post will involve high direct responsibility for financial resources and may involve :

- Accounting for very large sums of money, in the form of cash, cheques, direct debits, invoices, or equivalent, where care, accuracy and security are important.
- Being accountable for large expenditures from an agreed budget or equivalent income. The responsibility may include contributing to the setting and monitoring of the relevant budget and ensuring effective spend of budgeted sums *e.g. Typical budget £250,000 –£750,000*

The post involves high direct responsibility for physical resources.

PROFILE 4 (576 points)

Scale	Points below Substantive range	Substantive Benchmark Range	Points above Substantive range
LC 4	46 – 49	50 – 54	55 - 62

The post requires advanced theoretical, practical and procedural knowledge across a specialist area or an equivalent level of organisational, procedural and policy knowledge *e.g. large town*

The post requires analytical and judgmental or creative and developmental skills to analyse and interpret complex information or situations and to solve difficult problems or develop solutions or plans over the medium term.

The post may involve

- Exercising advanced advisory, counselling, negotiating or persuasive skills, or advocacy, in order to convince others to adopt courses of action they might not otherwise wish to take.
- Exchanging orally and in writing complex and contentious information with a range of audiences, including non-specialists: *e.g. 12 meetings per year plus 5 committees*
- Progressing a series of activities within recognized guidelines. The work involves making frequent decisions and exercising initiative without ready access to others.

The post involves a major direct impact on the well-being of individual, or groups of people. The postholder has responsibility for taking decisions, which may affect the future well being and circumstances of individuals. *e.g. Most statutory functions in large town.*

The post involves a major direct responsibility for the management, direction, coordination, and development of significant numbers of other employees, covering several different areas of activity or in several geographically dispersed workplaces. The work involves the organisation, allocation and reallocation, as appropriate, of areas of work and the evaluation of activities and working methods *e.g. 20 + staff.*

The post involves a major direct responsibility for financial resources. The work involves being accountable for very large expenditures from an agreed budget or equivalent income. The post holder will contribute to the setting and monitoring of the relevant budget(s) and ensuring effective spend of budgeted sums e.g. *Budget more than £750,000*

The post involves a major direct responsibility for physical resources. The work involves security of a wide and very high value range of physical resources



Report to:	Staffing Committee	
Date:	2nd September 2024	
Title:	HR Contract Specification	
Authors, Roles and Contact Details:	Esther Greig Deputy Clerk and RFO	
Approval and clearance obtained from chair of committee:		Y
Urgency Procedure(s) used? If yes include rationale.		N

Recommendation(s):

1. To review and agreed the HR Specification
2. To recommend to Finance and General Purposes Committee that the HR specification as agreed is tendered.

1. Executive Summary

- 1.1 The current HR contract expires at the end of September 2024.
- 1.2 Tamar HR have extended its contract on similar terms to 31st December 2024 to enable the procurement process to take place.

2 Purpose of Report and key information

- 2.1 HR support services are required for the technical expertise required for TCC operations. TCC is not a large enough organisation to employ a specialist on a full-time basis.

3 Benefits for Customers/Residents

- 3.1 N/A

4 Relevant Previous Decisions

- 4.1 Tamar HR have provided HR support to TCC since 2018

5 Consultation and Engagement

- 5.1 N/A

6 Financial Implications of the proposed course of action/decision

- 6.1 The current contract is similar to the proposed, so there is no significant financial impact. When tenders are returned; offers may fall outside TCC budget for HR services.

7 Legal/Governance Implications of the proposed course of action/decision

- 7.1 Specialist HR advice is required due to the legal nature of staff employment and contracts. Being aware of the statutory requirements is essential; certain aspects/technical knowledge is not available in-house

8 Risk Implications of the proposed course of action/decision

- 8.1 Having specialist advice mitigates the risk of illegal actions and decisions



9 Options available

- 9.1 **Do nothing** – Allow the contract to expire, rely on limited in-house knowledge and specialist telephone advice lines available through professional affiliations with SLCC, CALC and South-West Councils.
- 9.2 **Other options** – Extend current contract. Full Council resolved that a tender process for the contract be undertaken.
- 9.3 **Chosen option** – To tender the 3-year contract to start on 1st January 2025.

10 Supporting Information (Appendices)

- 10.1 HR Specification

11 Approval and clearance

All reports:

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Town Clerk (Required for all reports)	Yes	28/8/24
Mayor or chair of relevant Committee (Required for all reports)	Yes	28/8/24
Deputy Town Clerk (Finance and HR) (Required for all reports)	Yes	28/8/24

TENDER

HR Services

The City Council is a local authority providing a number of services in the Parish of Truro.

The City Council has some HR experience within its employed staff but will rely on its support provider for expert legal and technical advice.

The fundamental purpose of the contract is for the contractor to provide an HR service which is described in the specification of the contract. The period of the contract is initially for three years which may be extended for a further two years by the Council.

The City Council has expanded its work and has 65 staff on various contracts. Staff numbers may change during the contract period and may potentially include TUPE transfers into/out of the Council.

Council staff are employed at various locations within the City of Truro.

The Council has a single status agreement in place, signed by UNITE and Unison, which was effective from March 2018. This document will need to be reviewed in 2024.

The specification is split into three elements.

- Keep under review existing TCC employment policies, procedures and contracts of employment. Keeping TCC up to date with legislative changes
- Provide ongoing HR advice particularly relating to employee relations, advising and supporting managers.
- Provide a neutral point of contact for employees for signposting.

TCC anticipate that 30 hours per month would cover its needs (equivalent one day per week). Tenderers should allow as a minimum for a person being present in TCC offices twice a month, to provide face to face contact.

Tenderers should provide the name of a key contact to both manage the contract and provide the initial point of contact for advice.

Specification

Ongoing HR Advice

- To act as the primary HR contact for TCC Deputy Clerk and HR assistant - providing a first-class telephone, email or face to face HR advisory service on all HR policies, procedures and processes. To ensure all queries are dealt with in a timely manner.
- To act as the secondary contact for all TCC managers.
- To provide updates on key issues and employment legislation.

- To supporting managers in a variety of individual employment issues including matters concerning; conduct, capability, attendance, general performance management and grievances.
- To support investigation and be present at conduct and capability cases at formal hearings under the relevant procedures and take the role of Panel Adviser at formal hearings, as required by the TCC's policies.
- To provide professional support and coaching to improve management capability and capacity to address individual and collective workplace issues. To provide a general training sessions to TCC Staffing Committee members on an annual basis to ensure Councillors understand the Committee's responsibilities under its Terms of Reference. To mentor TCC HR assistant to facilitate capacity building for TCC's internal HR provision.
- To develop positive relationships with the trade unions and professional associations.
- To liaise with TCC legal advisers in relation to ad-hoc legal enquiries and the management of claims to the Employment Tribunal.
- To advise on the interpretation of terms and conditions of employment for a wide range of employment groups, ensuring fairness and equity in their application.
- General recruitment advice including: -
Advice on advertising. Pre-screening and Short listing. Interview arrangements and attendance. Pre-employment checks. Offers of employment. Contracts of employment

One off advice

- To lead on or contribute expert advice, guidance and practical support to design and implement organisational change and/or service improvement projects.
- To support and advise on the people implications of any ad-hoc projects initiated by TCC, e.g. accommodation review, restructures, pay and reward etc.
- To support staff members as a neutral member of TCC HR team. Providing initial advice and solutions to issues that individual staff members feel that they can't raise with their line manager or with internal HR. To initiate mediation and counselling as appropriate in consultation with TCC Deputy Clerk.