



WENDOVER PARISH COUNCIL

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STAFFING COMMITTEE MEETING AGENDA
Tuesday 7th November 2023 at 7:00pm
St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG

Committee Membership: Councillors Ballantine, Gallagher, Thornton (Chair), Washington, Williams

To all Committee Members:

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

AGENDA

- 1) **APOLOGIES FOR ABSENCE**
To consider any apologies for absence received:
- 2) **DECLARATIONS OF INTEREST**
In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors with declare their interest in relation to this meeting.
- 3) **MINUTES – page 3**
Consideration of approval of minutes of the meeting on 5th September 2023.
- 4) **CHAIR'S ANNOUNCEMENTS**
- 5) **PUBLIC PARTICIPATION - A maximum of 3 minutes per speaker will be allowed.**
The Council is committed to community engagement and warmly invites members of the public to contribute. Members of the public should note that the Council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response later. Members of the public are asked to respect the fact that this is a meeting to conduct Council business and interruptions during the remainder of the meeting are not permitted.
- 6) **CLERKS REPORT & CORRESPONDENCE - page 5**
- 7) **HR REPORT**
 - a) **HR report from last 12 months – page 6**
- 8) **OTHER ITEMS**
 - a) **Policy Renewals – page 8**
To consider reviewing and renewing the following policies (to save space policies are not shown in the pack but are available at: [POLICIES | Wendover Parish Council \(wendover-pc.gov.uk\)](https://www.wendover-pc.gov.uk) as a part of the employee handbook:
 - i) Adoption Policy – to consider renewing this policy

- ii) Annual Leave Policy – to consider amending this policy to include clarification between TOIL and overtime
- iii) Disciplinary matters – to consider renewing this policy
- iv) Disciplinary procedures – to consider renewing this policy
- v) Disclosure and Whistle Blowing – to consider renewing this policy
- vi) Driving on Employer Business – to consider renewing this policy
- vii) Expenses Policy – to consider renewing this policy
- viii) Flexible Working Policy – to consider renewing this policy
- ix) Gift and Hospitality Policy – to consider renewing this policy
- x) Grievance Procedure – to consider renewing this policy
- xi) Maternity Leave – to consider renewing this policy
- xii) Parental Leave – to consider renewing this policy
- xiii) Partner Leave – to consider renewing this policy
- xiv) Sickness Absence – to consider renewing this policy
- xv) Smoking, Alcohol and Drugs – to consider renewing this policy
- xvi) Training and Development – to consider renewing this policy
- xvii) Performance and Improvement – to consider renewing this policy
- xviii) Employee Code of Conduct – to consider renewing this policy
- xix) Employee Handbook – to consider renewing this policy
- xx) Use of IT and Internet – to consider renewing this policy

b) [Staffing Committee Meetings](#)– *page 10*

To consider how often the Staffing Committee needs to meet and the business that needs to be considered at each meeting.

c) [Staffing budgets for 2024/25](#)– *page 15*

To consider the budgets to be recommended to Finance Committee for the next financial year

d) [Staffing Cost of Living increase for 2023/24](#)– *page 15*

To note that there has now been a national agreement on the Cost of Living increase on the NJC scales and consider approving that increase (backdated to the 1st April) in line with our staff contracts. The scales are being officially updated and may have to be tabled

9) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

The next Parish Council meeting 7.30pm on Tuesday 6th February 2024

10) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 27th Sep 2023.

WENDOVER PARISH COUNCIL

Minutes of the Staffing Committee Meeting

Tuesday 8th August 2023 8:00pm

Meeting held at St Annes Hall, Aylesbury Road, Wendover, HP22 6JG

Present: Councillors Ballantine, Gallagher, Thornton and Williams

Clerk: Andy Smith

Members of Public: None

ELECTION OF CHAIR

S23/001 It was **RESOLVED** unanimously that Councillor Thornton be elected to Chair of Staffing Committee

APOLOGIES FOR ABSENCE

S23/002 Councillor Washington had sent in their apologies, and they were **ACCEPTED** by the Committee.

DECLARATIONS OF INTEREST

S23/003 None declared

MINUTES

S23/004 The minutes of the ordinary meeting on 7th February and the extraordinary meeting on 7th March were **RESOLVED** as a true record and signed by the Chair.

PUBLIC PARTICIPATION

S23/005 No public were present.

CHAIR'S ANNOUNCEMENTS

S23/006 Councillor Thornton thanked Councillor Williams for her work as the previous chair to the committee

CLERKS REPORT AND CORRESPONDENCE

S23/007 The report was noted

HR REPORT

a) HR Report since last meeting

S23/008 The report was noted, and some changes were suggested to the format which would happen for the next meeting. The holiday carried forward from last year was noted. It was discussed that there needed to be more clarity as to what is taken as overtime and what is taken as Time Off In Lieu (TOIL). A paper will be brought to the next staffing meeting.

OTHER ITEMS

a) Policy review – equality and respect policy

S23/009 The policy was discussed, and an amendment was proposed and accepted to complete a missing end of a sentence in point 2. The wording was agreed as “The policy statement shall take precedent.” The policy as amended was **RESOLVED** unanimously and this would replace the following policies:

- Equality, Diversity and Inclusion Policy
- Equal Opportunities Policy
- Bullying and Harassment

b) Councillor Induction Pack

S23/010 The Councillor induction pack was discussed, and feedback noted. It was further noted that additional work on the pack before final draft would include renaming the current pack as a reference manual and introducing a less detailed “quick start” guide. The new councillors would be able to provide vital feedback would be able to help shape the induction for new councillors.

. DATES OF FUTURE MEETINGS

S23/011 To note the next meeting of staffing would include the following agenda items:

- Induction pack
- Toil/Overtime

It was further noted that historically the staffing meeting has been held during the day and sometimes in the Clocktower. We need to consider that the public are invited to attend when thinking of changing the meeting schedule. We should also consider more meetings at the Library as we are keen to show our support for the Library.

. CLOSURE OF MEETING

S23/012 As all business was transacted the meeting was closed at 8:23

Signed by:
Chair to the Staffing Committee

Date:



ITEM 6 – CLERKS REPORT AND CORRESPONDENCE

All issues covered on the Agenda



ITEM 7 – HR REPORT

Headline numbers

Start Date	01/11/2022
End Date	31/10/2023
Total number of days	365
Number of days YTD in current year	213
Number of staff	4

Annual Leave	PREVIOUS 12 MNTHS		CURRENT HR YEAR	
	days	per staff	Current YTD	YTD per staff
Number of days taken	109.5	27.4	78	19.5
Number of days still owed			49.0	12.3
Total number of days carried over from previous year			15	3.8

Toil	hours	per staff	current YTD	YTD per staff
Number of hours accrued	160.8	40.2	76.5	19.1
Number of hours still owed			5.3	1.3

Sickness		per staff	Current YTD	YTD per staff
Number of days taken	23.6	5.9	6.75	1.7
Number of periods of leave	14.0	3.5	7.0	1.8

Overtime	Hours	per staff	Current YTD	YTD per staff
Number of hours of overtime	402	201	236	118

We are in a much better situation this year for Annual Leave in that staff have been encouraged to take it spread across the year rather than save it up and take it all in March, which was an issue in the last year. This is healthier for the staff team and means we aren't carrying over lots of leave. Last year 3 staff carried the maximum of 5 days into this year.

Toil is not an issue as it tends to get used up as it is accrued and that allows an even spread of TOIL throughout the year.

One to One meetings

In addition to weekly operational meetings each member of staff now undertakes a one to one with the Clerk which are currently occurring every other month. These meetings are a space in which I can look at the current work priorities, identify areas for support and development and get the staff team to plan out their work schedule. I have held 2 meetings with the Estates and Events Manager and one with the Estates and



Grounds Team. These are informal but recorded with notes that I keep electronically in the HR files and as such would not be suitable for sharing at a public meeting but will allow me to update staffing committee on current priorities and challenges.

2023/24 Cost of living increase

The Council links the salaries of the staff to the national scales agreed between the Unions and NALC. Every year the cost-of-living negotiations always mean that there is normally a backdated in year pay rise and this year is no different. The current offer being discussed is that a flat £1925 is added to all salaries, as was done in the previous year. This is a progressive increase that supports those on lower salaries. As soon as the agreement is made, I will inform Staffing Committee and it looks like we will need to approve this at an extraordinary meeting. This year's budgets predicted a 5% pay rise and this current offer is within that budget.



ITEM 8a – POLICY RENEWALS

BROUGHT BY

Office

SUMMARY

To consider the HR policies due for renewal

PARISH COUNCIL BACKGROUND

Policies are renewed every 2 years

DETAILS

Introduction

Policies have been previously circulated. It is not required to amend any of the policies except the Annual Leave Policy which has added detail to define TOIL and Overtime as requested at the previous staffing meeting. The proposed amended section is shown below:

TOIL and overtime

Scope

All members of staff are entitled to claim Time off in Lieu. By the nature of the role and job description of the office staff it is unlikely that they would be able to claim overtime. This policy provides guidance for the Clerk in agreeing TOIL and overtime arrangements. Any arrangement outside of this guidance or standing arrangement must be noted and approved by the Staffing Committee.

Time off in Lieu (TOIL)

Lieu time is time off which employees are allowed to take for hours worked beyond the normal working day. Employees who are required to work additional hours beyond their working week should keep a written record of hours accrued and hours taken. Without this record to evidence requests no time in lieu will be awarded.

TOIL can be accrued for additional periods of work either before or after the normal working day, or on non-working days. Employees can accrue up to, but no more than, two weeks' TOIL. A week for the purposes of TOIL is the employees' normal working week, excluding overtime.

TOIL should be taken as soon as is practicably possible after it has been accrued, and in accordance with the booking annual leave policy, as detailed above.

Upon termination of employment an employee will be entitled to payment in lieu of a maximum of one weeks accrued outstanding TOIL. A week for the purposes of TOIL is the employees' normal working week, excluding overtime.

Payment in lieu of TOIL may be made in exceptional circumstances and upon leaving The Council.

Overtime

Overtime applies to staff who are on SCP points 1-20 (inc). Staff who are on a higher part of the scale have flexibility over when they work automatically built into the salary, however they are entitled to claim TOIL for additional and/or unsociable hours.

For the purpose of clarity - TOIL is also available to all workers, depending on the circumstances.



Ad-Hoc Overtime will be agreed by the Clerk, longer term overtime arrangements (over 6 weeks or more) will be approved by Staffing Committee and reviewed on an annual basis. Overtime principles are as follows:

- Overtime must be authorised in advance by the Clerk
- Overtime should be seen as an exceptional occurrence and not routine where flexitime and TOIL should be explored first.
- Overtime should be recorded and approved by the Clerk and will be paid monthly as a part of the salary payment, one month in arrears. So for example, October overtime will be paid in the November pay run.
- Overtime will be paid at the following rates:
 - Mon – Friday 7am-7pm – standard time
 - Mon – Friday 7pm – 7am – time and a half
 - Saturday – time and a half
 - Sunday – double time
 - Bank Holiday – double time

Working Time Regulations 1998

The Working Time Regulations 1998 still apply regardless of whether overtime and/or TOIL is agreed or compulsory.

Current Overtime arrangements

There used to be a part time member of the Estates team that covered weekend litter and site inspections. When they left, there was a long-term agreement drawn up that the weekend litter collections and site inspections would be covered by the Estates and Grounds team on a rota basis, with that rota managed by the Estates and Grounds Team. The team are very happy with the arrangement and have no desire to review this overtime situation. However, Staffing Committee should review how it is working, at least on an annual basis, with the team. This can be brought to the next meeting.

FINANCIAL CONSIDERATIONS

- n/a

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

- **To approve the amendment to the Annual Leave Policy**
- **To renew the Annual Leave Policy as amended and the other HR policies unchanged**



ITEM 8b – STAFFING MEETINGS

BROUGHT BY

Office/Chair

SUMMARY

To consider the best meeting cycle for Staffing Committee and what needs to be discussed by the meetings

PARISH COUNCIL BACKGROUND

Staffing normally has 4 meetings a year – Feb, May, Aug, Nov. The terms of reference for the group are attached as an appendix

DETAILS

Introduction

On reflection of the agenda items for the previous year there is not enough “normal” business for 4 staffing meetings a year. Additionally, when there are issues they don’t fall conveniently when the staffing committee sits.

Therefore, a more efficient use of the Staffing Committee would be to hold it when required for regular business and then call an extraordinary meeting if there are specific staffing issues.

Appraisals

Currently appraisals are meant to be scheduled for Oct/Nov. This is a difficult time as the Estates and Events Manager is busy with Christmas preparations and the Grounds Team are still busy with cuts and then the grounds work that gets scheduled for this time of year. Last year we held appraisals in Jan/Feb and this worked really well for all involved.

Annual Schedule

A proposed schedule would be as follows:

Jan/Feb – Staff appraisals

March – Staffing Meeting -Review of appraisals, approval of any changes as staff progress up their scales

November – Staffing Meeting - Proposal of staffing budgets for following year, review of HR policies, note any agreed cost of living increase for salaries

FINANCIAL CONSIDERATIONS

- n/a



LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

- To approve the new meeting schedule for consideration when setting next year's dates

Appendix – Staffing Committee Terms of Reference

Terms of reference for the Wendover Parish Council Staffing Committee

1. Authority

The Staffing Committee is appointed by and is solely responsible to Wendover Parish Council (WPC). The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers. The Committee will meet as and when necessary but quarterly as a minimum.

2. Membership

All members of the Committee will be WPC Councillors.

The membership of the Committee will be reviewed annually but will consist of no less than **five and no more than eight Councillors**. A quorum at the Committee meeting will consist of no fewer than **three Councillors**. The Chair and Vice Chair of the Council will automatically be ex officio members of the Committee with full voting rights if in attendance bringing the maximum attendees to 10 Councillors.

Any member of the Committee unable to attend a meeting must notify the Clerk* within three working days of the meeting. A reason for their absence should be given in order that the Committee can decide whether to accept the apology.

Should a member of the Committee be unable to attend a meeting, they may appoint another Councillor to attend as their substitute. It should be noted however that this should only occur where:

- the meeting may be at risk of being inquorate without such a substitution
- the substitute Councillor has specific knowledge to share which is important to an item on the agenda

The Clerk* must be notified of any substitution within three working days of the meeting. The ordinary member is responsible for ensuring the Councillor attending in their place is fully briefed on the items on the agenda.

The Committee may, by a show of hands, co-opt new permanent members on to the Committee. A new member who has been co-opted onto the Committee may take their place on the Committee immediately following their co-option.

Councillors wishing to resign from a Committee must do so by notifying the Clerk*.

3. Chair of the Committee

At its first meeting, following the Annual Council Meeting, the Committee will elect a Chair to preside at its coming meetings.



In the absence of the Chair of the Committee, if the Chair of the Council is present at a Committee meeting they will preside. The Chair of the Council may however waive this right. If the Chair of the Council is not present at the meeting (or waives their right to Chair the meeting), the first order of business of that meeting will be the nomination, by a show of hands, of a Chair to preside at that meeting.

4. Agenda Setting

The Clerk* and Chair of the Committee will agree the items for the agenda prior to its publication. Any Councillor wishing to ask for a particular item to be included on the agenda must do so at least **five working days prior to the meeting date** to allow the request to be considered by the Clerk* and Chair of the Committee.

The decision on which items should be included on the agenda is ultimately the responsibility of the Clerk*, it should however be possible for the Chair and the Clerk* to agree together which items should and should not be on an agenda.

No decision should be made about any matter not listed for discussion on the published agenda.

5. Record of Proceedings

Written minutes will be taken by the Clerk* of the Council. If the Clerk* is unavailable, a member of the Committee may be nominated at the start of the meeting to take the minutes. In the absence of the Clerk, confidential items will be recorded by a Councillor and not passed to another officer.

Minutes must include all of the Committee's decisions and any advice given by the Clerk even if that advice is not followed. Draft minutes will be circulated to all Councillors no later than 5 clear working days after the Committee meeting. The Clerk* is responsible for arranging the distribution of the minutes and receiving any requests for amendments or additions. Where the Clerk* is in doubt about any requested alteration to the agenda this will be decided by the Committee.

6. Public exclusion

If the public are excluded from the meeting a record will be taken of all matters discussed and if not included in the general minutes, attached as a confidential record to be signed with the published draft minutes by the Chair at the next meeting. Should the Clerk be excluded from this part of the meeting, for any reason, the Chair shall take the minute/confidential record. Full minutes, including the confidential record, will be circulated to full Council, noting confidentiality if necessary.

At each meeting the Committee will consider the draft minutes of the previous meeting. The Committee will make a resolution to accept the minutes (which may be subject to minor changes) and the Chair of the meeting will sign them accordingly.

All Councillors are asked to contact the Clerk* at least two working days prior to the Committee meeting if there are any changes they wish to make to the draft minutes.

7. Responsibilities

Primary Purpose: To examine and recommend to the Council where necessary any maintenance and improvements to the staff assets of the Parish.

The Staffing Committee has the following specific duties: -

- a) To consider and to deal with, on behalf of the Council, all staffing matters relating to the staff and volunteers of the Council including staff welfare.
- b) To consider all matters relating to HR and Health and Safety regulations
- c) To monitor and effect compliance with any relevant regulations, policies and statutes under advice from the Clerk* or a professional where needed.



- d) To formulate a budget for revenue/capital expenditure on staffing for the next financial year and to recommend it to the Finance Committee to inform the setting of the precept/PSR.
- e) To make recommendations to the Council throughout the year on any capital spending.
- f) To obtain quotes for revenue/capital expenditure subject to the permission of the Parish Council.
- g) To encourage development and wellbeing of the staff through training and annual appraisals.
- h) To report and provide updates on all serious matters to the full Council in confidential session until the matter(s) are closed.

8. Delegated power

The Committee makes recommendations to the Council regarding the matters it debates. The Committee is however given delegated power with regards to the following activities;

- a) To authorise any staffing expenditure provided budget is available under the appropriate heading to cover all costs.
- b) To employ temporary or permanent staff
- c) To arrange future meetings of the Committee
- d) To co-opt new members onto the Committee
- e) To accept apologies from Committee members
- f) To resolve to accept the minutes of the Committee
- g) To establish sub-committees and working groups and to appoint advisers as and when necessary to assist in its work.
- h) To delegate powers to the Clerk. (It was **RESOLVED** during the November 2018 Staffing Meeting to delegate all HR related issues to the Clerk. The Clerk will keep the Staffing Committee informed on all events through the Chair of the Parish Council and the Chair Staffing Committee)
- i) The Chair of the Staffing Committee will undertake any performance reviews and the annual appraisal of the Clerk and report results back to the Committee.

Where the Council believes it to be appropriate, it may resolve to delegate additional specific decisions to the Committee.

9. Public Participation

Committee meetings are held in public but are not 'public meetings'. The meetings are open to the public unless their presence would be prejudicial to the public interest by reason of the confidential nature of the business, or items of business to be transacted. The public's exclusion from part or all of a meeting will be by a resolution which shall give the reason(s) for the public's exclusion.

The period of time which is set aside for public participation is at the Committee Chair's discretion but in general will not exceed 15 minutes. Individuals will have a maximum of 3 minutes each. Further information can be found in the Standing Orders of Wendover Parish Council.

10. Conduct at Committee Meetings

Committee members are expected to abide by the WPC Code of Conduct at all times.

Although debate at Committee meetings is often less formal than at the Council meeting, Councillors may at the discretion of the Chair still be asked to raise their hand to speak and to only speak when invited to by the Chair.

All Councillors must:

- **respect other members' right to express their opinions**
- **not interrupt members or officers when they are speaking**
- **consider all views before coming to a conclusion on an item on the agenda**

Clear and concise resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote.



**** In this document where marked, 'Clerk' should be read as 'Clerk, Deputy or Assistant Clerk'.***

Last review date: 3rd May 2022



ITEM 8c – STAFFING BUDGETS 2024-25

BROUGHT BY

Office

SUMMARY

To consider the staffing budgets for 2024/25 to recommend to Finance Committee

PARISH COUNCIL BACKGROUND

n/a

DETAILS

This year's projections

Based on all current information this years staffing projections are shown over. The most realistic end of year outcome is that the staffing spend will be £180,047 which is £29000 under budget and that is largely due to not taking the option of recruiting a full time admin assistant.

Assumptions for next year

Cost of living increase

Next year's cost of living pay rise is difficult to judge considering this years has not been agreed. I have allowed for a 5% pay rise out of prudence. In reality it is unlikely to be this high given the current economic projections

Additional staff

This year we factored in a full time admin assistant. It is clear that we do not need that level of support. However the office does have periods where we are at capacity and restricted in any additional works required to support Council new initiatives. We feel that there is possibility of engaging interns on short term project work that would support the office staff and the work of any current working groups. Potential projects include:

- Support to produce a database of businesses for the business group
- Grants and fundraising for the skate park
- Automation of office systems, particularly linking with the finance system to reduce duplication and streamline office work
- General grants and funding applications
- New manor waste events programme

For budgeting purposes there is an amount in the budgets equivalent to a 0.4 FTE role on the lowest grades.

There is a lot more work to be done on this particular project before presenting a formal proposal, but I would like to have it in the budget so we can act on it in the next financial year



	Actual		Budget		Forecast		Basis of forecast and notes
	Last Yr	YTD	Annual	Variance	Explate	Clerk	
320 Staffing							
4800 Staffing - Amenities - Wages	61,810	33,347	71,563	38,216	66,694	70,029	(1,534) Figures based on backdated payrise of 5%
4801 Staffing - Amenities - NIC	6,270	3,254	6,580	3,326	6,508	6,833	253
4802 Staffing - Amenities-Pension	9,076	3,992	10,193	6,201	7,984	8,383	(1,810)
4810 Staffing - F&G - Wages	77,210	36,039	97,586	61,547	72,078	75,682	(21,904) An admin role had been costed in but currently not required
4811 Staffing - F&G - NIC	8,131	3,747	8,952	5,205	7,494	7,869	(1,083)
4812 Staffing - F&G - Pension	3,853	1,758	6,196	4,438	3,516	3,692	(2,504)
4816 Staffing F&G Student Loan	151	210	0	(210)	420	420	420
4845 Payroll Charges	672	300	750	450	600	576	(174)
4855 HR Consultancy Fees	3,294	3,383	3,500	117	6,766	3383	(117)
4860 Training Staff & Clirs	2,649	1,523	3,000	1,477	3,046	3000	0
4861 Uniform	306	0	500	500	0	0	(500)
4862 Smart Pension Admin Fee	165	90	240	150	180	180	(60)
STAFFING TOTAL	173,587	87,643	209,060	121,417	175,286	180,047	(29,013)
6000 TFR FROM EMR							
Net movement to gen reserve	(173,587)	(87,643)					

This is £28826 under budget, if pay rise is 6.5% then this will be £26,359 under budget, if pay rise is 8% then this will be £23,892



Budget Proposal

Code	Description	23/24 Budget	22/23 Actual	23/24 YTD	23/24 FY Forecast	24/25 Budget	Variance 23/24 Budget	THREE YEAR PLAN		
								25/26	26/27	27/28
Staffing										
4800	Amenities Salaries	71,563	61,810	33,347	70,029	73,585	2,022	77,089	80,007	83,043
4801	Amenities NIC	6,580	6,270	3,254	6,833	6,795	215	7,582	7,962	8,357
4802	Amenities Pension	10,193	9,076	3,992	8,383	10,459	266	10,459	11,875	12,256
4810	F&G Salaries	97,586	77,210	36,039	75,682	91,561	-6,025	97,318	102,393	103,363
4811	F&G NI	8,952	8,131	3,747	7,869	8,243	-709	8,991	9,650	9,780
4812	F&G Pensions	6,196	3,853	1,758	3,692	5,310	-886	5,310	5,944	5,975
4816	Student Loan	0	151	210	420	990	990	990	990	990
4845	Payroll Charges	750	672	300	576	750	0	780	803	823
4860	Training Staff & Councillors	3,000	2,649	1,523	3,000	3,500	500	3,640	3,749	3,843
4855	HR & H&S Fees (Ellis Whittam)	3,500	3,294	3,383	3,383	3,500	0	3,640	3,749	3,843
4861	Uniform	500	306	0	-	1,000	500	500	515	528
4862	SMART Pension Monthly Fee	240	165	90	180	300	60	312	321	329
TOTAL EXPENDITURE		209,060	173,587	87,643	180,047	205,993	-3,067	216,611	227,959	233,132

This year's budget request is lower than last year's because we did not go to a 3 FTE office staff model. We are now in a much more confidential in our staffing plan and requirements. The three year plan after the next budget request shows how the budget will need to grow to support the current staff team.

A more detailed breakdown of the actual staff costs are as follows:

2024/25 SUMMARY											
Staff	FTE	Salary		Projected 24/25	o/t sat	o/t sun	Allowance	Gross	eNIC	ePension	Total cost
		23/24 Budget	Projected 23/24								
F&G Staff	2.4	92,939.00	98,714.00	105,652.05	-	-	-	91,561.47	8,243.00	5,309.59	105,114.06
Estates and Grounds	2.0	52,800.00	56,650.00	59,966.55	4,878.15	7,501.57	1,239.00	73,585.27	6,794.79	10,458.85	90,838.91
TOTAL	4.4	145,739.00	155,364.00	165,618.60	4,878.15	7,501.57	1,239.00	165,146.74	15,037.79	15,768.44	195,952.97

FINANCIAL CONSIDERATIONS

- The request for next years budgets is a total of £205,993 with £195,953 being direct staffing costs.

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

- To recommend the staffing budget request to forward to Finance Committee when proposing the 2024/25 budget



ITEM 8d – COST OF LIVING PAY RISE

BROUGHT BY

Office

SUMMARY

To note that there has now been a national agreement on the Cost of Living increase on the NJC scales and consider approving that increase (backdated to the 1st April) in line with our staff contracts. The scales are being officially updated and may have to be tabled

PARISH COUNCIL BACKGROUND

See below

DETAILS

Background

The staff contracts have a reference in them that effectively means that pay scales and any cost of living increases will be set against the national agreements led by the Local Government Association. The contracts state *“The National Agreement on Pay and Conditions of Service of the National Joint Council (the “NJC”) for Local Government Services (“the Green Book”) applies to your employment save as amended by this contract.”*

This effectively means that we defer a local pay negotiation to the national body and the trades unions. Every year these difficult negotiations overrun and it is standard that an agreement is reached around Christmas. This normally then requires backdating the pay rise to the 1st April.

The Cost of Living rise for 2023/24

The offer that was on the table was £1925 p.a. increase to all scale points up to SCP 43 and then a 3.88% for SCP 44 and up. We have no staff beyond SCP43.

This is a progressive offer in line with last year’s agreement and gives more support to lower income workers. However, the LGA has said that the latest offer has been agreed and as this paper is being produced NALC have not published the actual figures for the scales. This normally means that there may be some differences for how hourly rates are calculated. When NALC publish the final scales these will be circulated.

These changes are all well within our budget.

Agreement for Wendover Staff

As Staffing does not meet again until February the request is to approve accepting the cost of living pay rise and when the NALC scales are published to use these to update the staff salaries and provide backdated pay to the 1st April. This is on the understanding that there may be some minor variations to the £1925 pa agreement.



FINANCIAL CONSIDERATIONS

- The 2023/24 salary budgets allowed for a 5% increase. Because it is a flat rate increase the actual percentages vary for each member of staff but the increase is within that 5% allowance and will not impact any staffing budgets.

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

- To approve the office to implement the pay rise when published by NALC and include any backdated payments to 1st April 2023 in the soonest possible salary run