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Dear Councillor,

16 November 2023

You are summoned to attend a meeting of the **HUAMN RESOURCES COMMITTEE** to be conducted in the **Normanby Room, Whitby Museum**, on **Tuesday 21 November 2023 at 11:00am**, the agenda for which is set out below.

Michael King
Town Clerk

To: Councillors Mrs H Coughlan, R Dalrymple,
G Goodberry, J Harston, Mrs S Turner, Mrs L Wild and
Mrs N Wilson

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.

AGENDA

1. APOLOGIES

To receive apologies for inability to attend.

2. DECLARATION OF INTERESTS

To declare any disclosable pecuniary interests or any other interests which members may have in the following agenda items and consider any dispensation requests.

3. PUBLIC PARTICIPATION

Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public (limited to 3 mins per person).

4. MINUTES

To **approve**, as an accurate record, minutes of the following meetings:

- | | | |
|--|----------------|---|
| a) Human Resources Committee | 25 July 2023 | 3 |
| b) Extraordinary Human Resources Committee | 3 October 2023 | 5 |

5. UPDATE ON 2023/24 PAY SETTLEMENT & BUDGET PREPARATION 2024/25

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6. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 7, BELOW – IF REQUIRED)

To consider a motion – That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item 7 below, due to the confidential nature of the business to be transacted.

7. STAFFING

To consider any confidential matters in respect staff.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **HUMAN RESOURCES** Committee held in the Normanby Room, Whitby Museum, Whitby on Tuesday 18 April 2023 at 2.00pm.

Present: Councillors Mrs Coughlan, Dalrymple, Goodberry, Mrs Turner and Mrs Wild.

Also: M King, Town Clerk

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972. The meeting was convened in accordance with Schedule 12, paragraph 9(1) of the Act.

120/23 CHAIR

Cllr Coughlan as extant Vice Chair in the Chair for this item.

MOVED by Councillor Mrs Turner, seconded by Councillor Mrs Coughlan and unanimously

RESOLVED that Councillor Mrs Linda Wild be elected as Chair of the Human Resources Committee for the ensuing year.

121/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Harston and Mrs Wilson.

MOVED by Councillor Dalrymple, seconded by Councillor Mrs Turner and unanimously

RESOLVED that apologies for inability to attend from Councillors Harston and Mrs Wilson are accepted.

122/23 VICE CHAIR

MOVED by Councillor Goodberry, seconded by Councillor Dalrymple and unanimously

RESOLVED that Councillor Mrs Heather Coughlan be elected as Vice Chair of the Human Resources Committee for the ensuing year.

123/23 DECLARATION OF INTERESTS

There were no declarations of interest.

STANDING ORDERS SUSPENDED

124/23 PUBLIC PARTICIPATION

No public present.

STANDING ORDERS REINSTATED

125/23 TO CONSIDER ACTIONS REQUIRED IN ACCORDANCE WITH TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR

a. Confirmation of the accuracy of the minutes of the meeting of the committee held on 18 April 2023

MOVED by Councillor Goodberry, seconded by Councillor Mrs Coughlan.

RESOLVED a) that minutes of the Human Resources Committee held on the 18 April 2023 are approved as a correct record.

- b. Confirmation of the following adopted at Full Council on 2 May 2023
- i Terms of reference of the committee.
 - ii Delegation arrangements to staff
 - iii Standing orders, financial regulations, policies and procedures relating to the functions of the committee and its sub-committees.

MOVED by Councillor Mrs Turner, seconded by Councillor Mrs Coughlan

RESOLVED b) that the terms of reference of the committee, delegation arrangements to staff, standing orders, financial regulations, policies and procedures relating to the functions of the committee and its sub-committees are confirmed.

- c. Review of the anticipated committee workload for the coming year.

MOVED by Councillor Mrs Turner, seconded by Councillor Dalrymple

RESOLVED c) that the dates of future meetings are noted and that additional meetings be kept under review and called as and when necessary.

126/23 EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 127/23)

MOVED by Councillor Dalrymple seconded by Councillor Mrs Turner

RESOLVED That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1 (2), the press and public be excluded from the meeting during consideration of the matter referred to at item 127/23 below, due to the confidential nature of the business to be transacted.

127/23 STAFFING

The Clerk provided an update on issues affecting individual members of staff, including the outcome of an internal investigation into a complaint from a member of the public.

MOVED by Councillor Dalrymple seconded by Councillor Mrs Turner

RESOLVED That the recommendations of the investigation are approved and that a confidential note of the outcome will be retained.

Signature 14 November 2023

WHITBY TOWN COUNCIL

Minutes of the extraordinary meeting of the **HUMAN RESOURCES** Committee held in the Staithes Gallery, Pannett Art Gallery, Whitby on Tuesday 03 October 2023 at 4.00pm.

Present: Councillors Mrs Wild (Chair) Mrs Coughlan, Dalrymple, Harston, Mrs Turner and Mrs Wilson.

Also: A Cowey, Deputy Town Clerk

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972. The meeting was convened in accordance with Schedule 12, paragraph 9(1) of the Act

204/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Goodberry.

MOVED by Councillor Mrs Wilson, seconded by Councillor Mrs Turner and unanimously

RESOLVED that apologies for inability to attend from Councillor Goodberry are accepted.

205/23 DECLARATION OF INTERESTS

There were no declarations of interest.

206/23 EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 207/23)

MOVED by Councillor Harston seconded by Councillor Mrs Coughlan

RESOLVED unanimously that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item 207/23 below, due to the confidential nature of the business to be transacted.

207/23 STAFFING

The committee received a complaint from a member of the public.

MOVED by Councillor Mrs Turner, seconded by Councillor Mrs Wilson

RESOLVED unanimously that the complaint is received and the committee waits until the auditor's report is received before any further action is taken.

MOVED by Councillor Mrs Wilson, seconded by Councillor Harston

RESOLVED unanimously that on advice from two different solicitors a cease-and-desist letter is sent to the complainant.

Signature 14 November 2023

WHITBY TOWN COUNCIL
HUMAN RESOURCING COMMITTEE MEETING – 14 NOVEMBER 2023

UPDATE ON 2023/24 PAY SETTLEMENT & BUDGET PREPARATION 2024/25

1 Introduction

- 1.1 The national pay award for 2023-24 has been agreed between the Joint National Committee and the Local Government Association (LGA) acting for the employers' side. This is backdated to 1 April. The National Association of Local Councils (NALC) summary of the settlement and revised scales are attached. For all spinal column points (SCP) to 43, the agreed award was a flat rate payment of £1,925. For SCP above that the award was 3.88%. The outturn effect of this is within the budgeted figure for 2023-24 and represents a saving of £8,400.
- 1.2 It is unknown whether the local government employers will continue to favour a flat rate increase for next year or whether a percentage rise will be pursued. The flat-rate of £1,925, rolled forward, produces a year-on-year effect 2.25% when compared to the 2023-24 original estimate, with incremental progression for those staff not on the top of their scale. This is contingent in there being no changes to the employer's National Insurance contribution rate in 2024-25. A figure of 5% has been built into the budgeting assumptions by Council.

Staffing Costs 2023-24 & 2024-25

	2023-24 (Original Estimate)	2023-24 (Revised)	2024-25 (Estimate)
Payroll	£189,230	£183,375	£193,853
On-costs (Employer's Contributions)	£56,770	£54,225	£57,704
Total	£246,000	£237,600	£251,557
Variance	baseline	-3.4%	+2.25%

2 Establishment

- 2.1 It is known that work will commence with North Yorkshire Council to develop a business case for the transfer of functions related to the management of Pannett Park and floral areas throughout Whitby. The scope of this activity is currently unknown. The work has been established on the principal that the funding for these services will follow the function.
- 2.2 What is unclear is the extent to which administrative overhead costs will be included in the business case and any consequential accommodation or administrative costs required to accommodate these overhead functions. It is assumed that to be effective, any consequences of double devolution would have to be budget neutral for the town council.
- 2.3 The balance of workload between the gallery and the core town council functions needs to be re-examined on a periodic basis. Worked prioritised by the Joint

Management Committee of the Museum and Gallery also needs to be considered as a potential pressure on the technical and supervisory resources of the council.

3 Recommendation

- 3.1 That the information is noted and consideration is given to future establishment pressures.

Michael King
Town Clerk & RFO

6 NOVEMBER 2023

E01-23 | 2023/24 LOCAL GOVERNMENT SERVICES PAY AGREEMENT

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%

The Joint Council notes on backpay for employees who have left employment: "If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of www.lgpsregs.org.

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.

SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
2	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£23,893	£12.42	LC1 (7-12) (substantive benchmark range)
7	£24,294	£12.63	
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	
12	£26,421	£13.73	
13	£26,873	£13.97	LC1 (13-17) (above substantive range)
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	
17	£28,770	£14.95	
18	£29,269	£15.21	LC2 (18-23) (below substantive range)
19	£29,777	£15.48	
20	£30,296	£15.75	
21	£30,825	£16.02	
22	£31,364	£16.30	
23	£32,076	£16.67	
24	£33,024	£17.16	LC2 (24-28) (substantive benchmark range)
25	£33,945	£17.64	
26	£34,834	£18.10	
27	£35,745	£18.58	
28	£36,648	£19.05	

SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
29	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£38,223	£19.87	
31	£39,186	£20.37	
32	£40,221	£20.90	
33	£41,418	£21.53	LC3 (33-36) (below substantive range)
34	£42,403	£22.04	
35	£43,421	£22.57	
36	£44,428	£23.09	
37	£45,441	£23.62	LC3 (37-41) (substantive benchmark range)
38	£46,464	£24.15	
39	£47,420	£24.65	
40	£48,474	£25.19	
41	£49,498	£25.73	
42	£50,512	£26.25	LC3 (42-45) (above substantive benchmark range)
43	£51,515	£26.77	
44	£52,752	£27.42	
45	£54,017	£28.08	
46	£55,325	£28.76	LC4 (46-49) (below substantive range)
47	£56,648	£29.44	
48	£57,854	£30.07	
49	£59,418	£30.88	
50	£60,856	£31.63	LC4 (50-54) (substantive benchmark range)
51	£62,323	£32.39	
52	£64,335	£33.44	
53	£66,341	£34.48	
54	£68,356	£35.53	

SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
55	£70,385	£36.58	LC4 (55-62) (above substantive benchmark range)
56	£72,388	£37.62	
57	£74,417	£38.68	
58	£76,405	£39.71	
59	£78,290	£40.69	
60	£80,216	£41.69	
61	£82,188	£42.72	
62	£84,214	£43.77	

* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs.

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