

Dunstable Town Council  
Grove House  
76 High Street North  
Dunstable  
Bedfordshire  
LU6 1NF  
Tel: 01582 513000  
E-mail: [info@dunstable.gov.uk](mailto:info@dunstable.gov.uk)  
Website: [www.dunstable.gov.uk](http://www.dunstable.gov.uk)



DUNSTABLE  
TOWN COUNCIL

**David Ashlee Town Clerk and Chief Executive**

Your Ref.

Our Ref. **DA/RS**

Date: 4 July 2019

Dear Councillor

Could you please note that a meeting of the Personnel Sub-Committee will be held in the Council Chamber, Grove House, High Street North, Dunstable on **11 July 2019 at 7.00 pm** when the following business will be transacted.

#### AGENDA

1. Apologies for Absence
2. To nominate a Chairman and Vice-Chairman of the Sub-Committee for the ensuing Municipal Year 2019/2020.
3. Specific Declarations of Interest
4. Quarterly Staff Award Scheme – see page 1 (and separate enclosure for Members of the Sub-Committee)
5. Staff Establishment – see page 2.

Yours faithfully

David Ashlee  
Town Clerk and Chief Executive

To: Members of Personnel Sub-Committee

Councillors Sid Abbott, Lisa Bird, Matthew Brennan, John Gurney, Peter Hollick, Liz Jones and Gloria Martin and other Members of the Council for information.

**DUNSTABLE TOWN COUNCIL**

**PERSONNEL SUB-COMMITTEE**

**THURSDAY 11 JULY 2019**

**STAFF QUARTERLY AWARD SCHEME**

**Purpose of Report:** The purpose of this report is to present to members the nominations received for the 1st quarter staff awards scheme 2019/20.

**1. ACTION RECOMMENDED**

- 1.1 That members determine the recipient of the 1st quarter staff award.

**2. NOMINATED STAFF**

- 2.1 There is one nomination for the 1st quarter of 2019/20.

**Lisa Vincent – Events and Marketing Manager.** Lisa has been nominated for the way in which she managed the cancellation of the St Georges Day event due to inclement weather. Inevitably the decision to cancel the event was taken at late notice and Lisa had to deal with the repercussions of this in her own time which she did in a way which minimised the impact of this decision for residents and the Council.

**3. AUTHOR**

- 3.1 David Ashlee – Town Clerk and Chief Executive  
[david.ashlee@dunstable.gov.uk](mailto:david.ashlee@dunstable.gov.uk)

**DUNSTABLE TOWN COUNCIL****PERSONNEL SUB-COMMITTEE****THURSDAY 11 JULY 2019****THE COUNCIL'S STAFF ESTABLISHMENT REPORT 2019**

**Purpose of Report:** This report informs members of the Council's staff establishment and associated terms and conditions of employment as of 1 April 2019

**1. ACTION RECOMMENDED**

- 1.1 That members note the content of this report, informing them of the current staff establishment and their main terms and conditions of employment and make comment as to any amendments or reviews they wish to make to the Council's Finance and General Purposes Committee.

**2. INTRODUCTION**

- 2.1 Every year there are changes to the Councils staffing establishment for various operational reasons. This report sets out the staffing establishment and associated terms and conditions for all staff as of 1 April 2019.

**3. THE COUNCIL'S STAFF ESTABLISHMENT 2019**

- 3.1 As at 1 April 2019, the Council employs the following breakdown of full time, part time, seasonal and casual staffing posts:

<b>Status of employment</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
No of full-time staff	31	30	30
No of part-time staff	36	34	34
No of seasonal staff	2	7	8
<b>TOTAL FTE</b>	<b>47.7</b>	<b>45.6</b>	<b>46.7</b>
Casual hours employed	4,397	2,010	1,900
<b>(Approx.) TOTAL FTE</b>	<b>50</b>	<b>46.7</b>	<b>47.7</b>

- 3.2 All casual staff work on posts that attract the Living Wage Foundation living wage. Of the 72 established posts, the breakdown of staff on specific salary bands is as follows (a copy of the current Council pay bands is given at appendix 1):

DTC Grade	Spinal Column Point	Pay Band	No of Posts
Living Wage		£9.00	13
G	3-4	£18,065-18,426	6
F	5-17	£18,795-23,836	35
E	18-25	£24,313-28,785	8
D	26-28	£29,636-31,371	2
C	29-36	£32,029-38,813	4
B	37-40	£39,782-42,683	
A	41-52	£43,662-57,397	3
A1	53-63	£59,244-77,540	1

- 3.3 The table above shows that from 2018 to 2019 the Council's establishment increased very slightly from 45.6 full time equivalents (FTE's) to 46.7. However, the number of casual hours decreased, reducing the overall increase in total full-time equivalent posts. Members should note that in 2014, the Town Clerk and Chief Executive was delegated authority to make minor changes to the Council's staff establishment without member approval if there were no detrimental financial implications.
- 3.4 In addition to an annual salary, the main pay and benefits for all established staff are in line with National Joint Committee (NJC) terms and conditions and are summarised as follows:
- i) **Sickness – After 5 years' service** - Full pay entitlement for the first 6 months of sickness and 6 months at half pay thereafter. Shorter periods of service provide reduced entitlement.
  - ii) **Annual Leave** - A minimum of 24 annual leave days up to a maximum of 32 days depending on pay grade and length of service
  - iii) **Overtime** - Apart from the Town Clerk and Chief Executive, all staff are entitled to overtime rates of time and a half (normal days and Saturdays) and double time

(Sundays and Bank Holidays), capped at spinal column point 28. Time off in lieu is also given for Bank Holidays.

iv) **Pension** - All established staff are eligible to join the Local Government Pension Scheme (LGPS).

v) **Working Hours** – All full-time staff are contracted to work a 37-hour week. For some employees this will include weekend work. Part time employees' hours will vary.

vi) **Flexi-time, lieu time and flexible working** – Some staff are eligible to participate in the Council's flexi-time scheme that has core hours of 10.00 am to 4.00 pm and 8.00 am to 6.00 pm outside of these hours. All staff are eligible for lieu time. At their Service Head's discretion, flexible working is also permitted.

vii) **Car mileage scheme** – All staff that use their cars for business use are eligible to claim for business use miles at nationally established rates.

3.5 All staff are issued with a staff handbook and the induction process makes staff aware of other Council personnel policies available on the Council's electronic filing system.

3.6 All members of staff have a job description/specification and all staff are issued with a contract of employment. All receive, as a minimum, an annual performance appraisal.

3.7 The Council's pay roll is administered by a locally sourced company. The total value of the Council's payroll is approximately £1,600,000 per annum.

3.8 The Council is an Investors in People employer.

#### 4. **APPENDICES**

4.1 Appendix 1 – Copy of pay bands for 2019-20.

#### 5. **CONCLUSION**

5.1 Whilst only the Town Clerk and Chief Executive reports directly to the Council as a body, it is important for all members to keep abreast of employment arrangements within the Council to assist them in undertaking their responsibility as an employer.

#### 6. **AUTHOR**

6.1 David Ashlee – Town Clerk and Chief Executive  
E-mail – [david.ashlee@dunstable.gov.uk](mailto:david.ashlee@dunstable.gov.uk)

# Appendix 1

DTC SALARY GRADES	Spinal Column Point (SCP) (New from April 19)	Annual Salary	Hourly Rate	Old SCP
GRADE G	Living Wage Foundation Living Wage		£9.00	
	3	£18,065	£9.36	11
	4	£18,426	£9.55	12
				13
GRADE F	5	£18,795	£9.74	14
				15
	6	£19,171	£9.94	16
				17
	7	£19,554	£10.14	18
	8	£19,945	£10.34	19
	9	£20,344	£10.54	20
	10	£20,751	£10.76	
	11	£21,166	£10.97	21
	12	£21,589	£11.19	22
	13	£22,021	£11.41	
GRADE E	14	£22,462	£11.64	23
	15	£22,911	£11.88	24
	16	£23,369	£12.11	
	17	£23,836	£12.35	25
	18	£24,313	£12.60	
	19	£24,799	£12.85	26
	20	£25,295	£13.11	27
	21	£25,801	£13.37	
	22	£26,317	£13.64	28
	23	£26,999	£13.99	29
	24	£27,905	£14.46	30
GRADE D	25	£28,785	£14.92	31
	26	£29,636	£15.36	32
	27	£30,507	£15.81	33
	28	£31,371	£16.26	34
GRADE C	29	£32,029	£16.60	35
	30	£32,878	£17.04	36
	31	£33,799	£17.52	37
	32	£34,788	£18.03	38
	33	£35,934	£18.63	39
	34	£36,876	£19.11	40
	35	£37,849	£19.62	41
	36	£38,813	£20.12	42
GRADE B	37	£39,782	£20.62	43
	38	£40,760	£21.13	44
	39	£41,675	£21.60	45
	40	£42,683	£22.12	46
GRADE A	41	£43,662	£22.63	47
	42	£44,632	£23.13	48
	43	£45,591	£23.63	49
	44	£46,732	£24.22	50
	45	£47,896	£24.83	51
	46	£49,101	£25.45	52
	47	£50,318	£26.08	53
	48	£51,429	£26.66	54
	49	£52,869	£27.40	55
	50	£54,194	£28.09	56
	51	£55,544	£28.79	57
	52	£57,397	£29.75	58
GRADE A1	53	£59,244	£30.71	59
	54	£61,099	£31.67	60
	55	£62,967	£32.64	61
	56	£64,812	£33.59	62
	57	£66,679	£34.56	63
	58	£68,510	£35.51	64
	59	£70,246	£36.41	65
	60	£72,020	£37.33	66
	61	£73,835	£38.27	67
	62	£75,701	£39.24	68
	63	£77,540	£40.19	69