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**David Ashlee Town Clerk and Chief Executive**

Date: 13 December 2021

Dear Councillor

Could you please note that a meeting of the Personnel Sub-Committee will be held on **Thursday 16 December 2021 at 6.30 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 remainder of the Municipal Year 2021/2022.
3. Specific Declarations of Interest
4. The Council's Staff Establishment Report 2021 and Results from The Annual Staff Survey - 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 9 DECEMBER 2021****THE COUNCIL'S STAFF ESTABLISHMENT REPORT 2021 AND RESULTS FROM THE ANNUAL STAFF SURVEY**

**Purpose of Report:** This report informs members of the Council's staff establishment and associated terms and conditions of employment as of December 2021 as well as reporting on the Council's annual staff survey

**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.
- 1.2 That members note the outcome of the annual staff survey.

**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 December 2021.

**3. THE COUNCIL'S STAFF ESTABLISHMENT 2021**

- 3.1 As of December 2021, the Council employs the following breakdown of full time, part time, seasonal and casual staffing posts:

<b>Status of employment</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
No of full-time staff	30	30	32	33
No of part-time staff	34	34	32	32
No of seasonal staff	7	8	6	6
<b>TOTAL FTE</b>	<b>45.6</b>	<b>46.7</b>	<b>49.9</b>	<b>52.4</b>
Casual hours employed	2,010	1,900	2,010	2,010
<b>(Approx.) TOTAL FTE</b>	<b>46.7</b>	<b>47.7</b>	<b>50.95</b>	<b>52.18</b>

- 3.2 All casual staff work on posts that attract the Living Wage Foundation living wage. Of the 71 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		£9.50	12
G	3-4	£18,562 - 18,933	6
F	5-17	£19,312 - 24,491	30
E	18-25	£24,982 - 29,577	10
D	26-28	£30,451 - 32,234	3
C	29-36	£32,910 – 39,880	6
B	37-40	£40,876 – 44,857	1
A ( <i>spot salary</i> )	41-52	£44,863 – 58,975 (51,658)	2
A1 ( <i>spot salary</i> )	53-63	£60,873 – 86,051	1

3.3 The table above shows that from 2018 to 2021 the Council's establishment has fluctuated with the development of the organisation. 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 22. 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) **Flexitime, 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; this includes home working.
- 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 have access to a staff handbook and the induction process makes staff aware of other Council personnel policies available on the Council's electronic filing system and Bright HR 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 £1,800,000 per annum which is inclusive of 9.1% national insurance contributions and 25.8 pension contributions.
- 3.8 The Council is an Investors in People Silver employer.

#### **4. ANNUAL STAFF SURVEY**

- 4.1 Attached at appendix 2 of this report are the results of the annual staff survey.
- 4.2 Over 50% of all permanent staff responded to the survey, which is the highest response rate the Council has received. The survey was promoted via the Council's internal email system, the all-staff Teams app, and paper copies were made available in all work areas. Numerous follow up requests for responses were made.
- 4.3 Overall the Senior Management Team were very pleased with the responses, particularly the 100% responses to understanding roles, understanding values, and working within values. No specific recommendations to changes in work practices are recommended as a result of the survey.

#### **5. APPENDICES**

- 5.1 Appendix 1 – Copy of pay bands for 2021-22.
- 5.2 Appendix 2 – Results from the annual staff survey

**6. CONCLUSION**

- 6.1 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.

**7. AUTHOR**

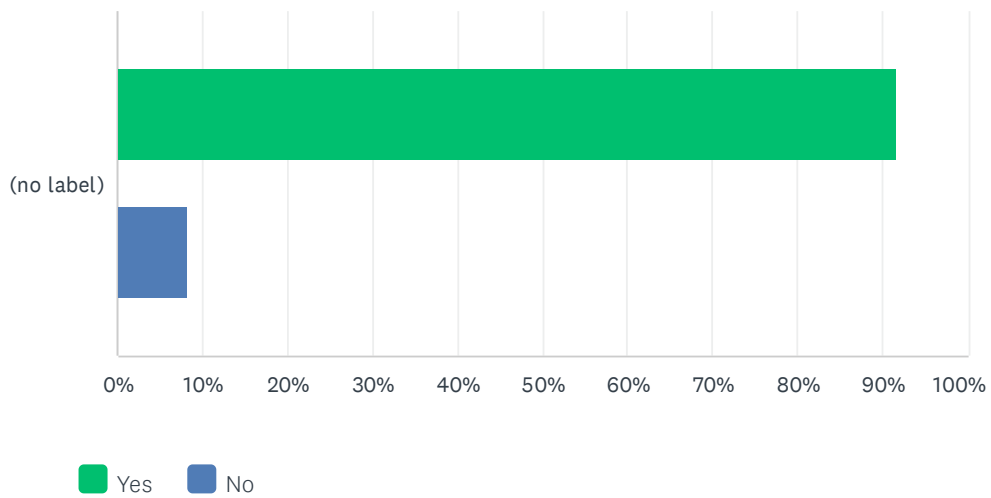
- 7.1 David Ashlee – Town Clerk and Chief Executive  
E-mail – [david.ashlee@dunstable.gov.uk](mailto:david.ashlee@dunstable.gov.uk)

DUNSTABLE TOWN COUNCIL							
PAY SCALES 2021/2022							
(as proposed by National Joint Council Aug 20)					(/52/37)		
DTC SALARY GRADES	Spinal Column Point (SCP) (New from April 20)		Hourly Rate	Actual Pensionable Pay EE Contribution Bands from April 2021			
GRADE G	Living Wage Foundation Living Wage		£9.50	Up to £14,600 5.50%			
	3	£18,562	£9.65				
GRADE F	4	£18,933	£9.84	£22,901-£37,200 6.50%			
	5	£19,312	£10.04				
	6	£19,698	£10.24				
	7	£20,092	£10.44				
	8	£20,493	£10.65				
	9	£20,903	£10.86				
	10	£21,322	£11.08				
	11	£21,748	£11.30				
	12	£22,183	£11.53				
	13	£22,627	£11.76				
	14	£23,080	£12.00				
	GRADE E	15	£23,541				
16		£24,012	£12.48				
17		£24,491	£12.73				
18		£24,982	£12.98				
19		£25,481	£13.24				
20		£25,991	£13.51				
21		£26,511	£13.78				
22		£27,041	£14.05				
GRADE D	23	£27,741	£14.42				
	24	£28,672	£14.90				
	25	£29,577	£15.37				
GRADE C	26	£30,451	£15.83				
	27	£31,346	£16.29				
	28	£32,234	£16.75				
GRADE C	29	£32,910	£17.10				
	30	£33,782	£17.56				
	31	£34,728	£18.05				
	32	£35,745	£18.58				
	33	£36,922	£19.19				
	34	£37,890	£19.69				
	35	£38,890	£20.21				
	36	£39,880	£20.73				

DTC SALARY GRADES	Spinal Column Point (SCP) (New from April 20)		Hourly Rate	Actual Pensionable Pay EE Contribution Bands from April 2021
GRADE B	37	£40,876	£21.25	
	38	£41,881	£21.77	
	39	£42,821	£22.26	
	40	£43,857	£22.79	
GRADE A	41	£44,863	£23.32	
	42	£45,859	£23.84	
	43	£46,845	£24.35	
	44	£48,017	£24.96	
	45	£49,213	£25.58	
	46	£50,451	£26.22	
	47	£51,702	£26.87	
	48	£52,843	£27.47	
	49	£54,323	£28.23	
	50	£55,684	£28.94	
	51	£57,071	£29.66	
	52	£58,975	£30.65	
GRADE A1	53	£60,873	£31.64	£47,101-£65,900 8.50%
	54	£62,779	£32.63	
	55	£64,699	£33.63	
	56	£66,594	£34.61	
	57	£68,513	£35.61	
	58	£70,394	£36.59	
	59	£72,178	£37.51	
	60	£74,001	£38.46	
	61	£75,865	£39.43	
	62	£77,783	£40.43	
	63	£79,672	£41.41	£65,901-£93,400 9.90%
				£93,401-£110,000 10.50%

# Q1 On the whole are you satisfied with your present Job?

Answered: 48 Skipped: 0



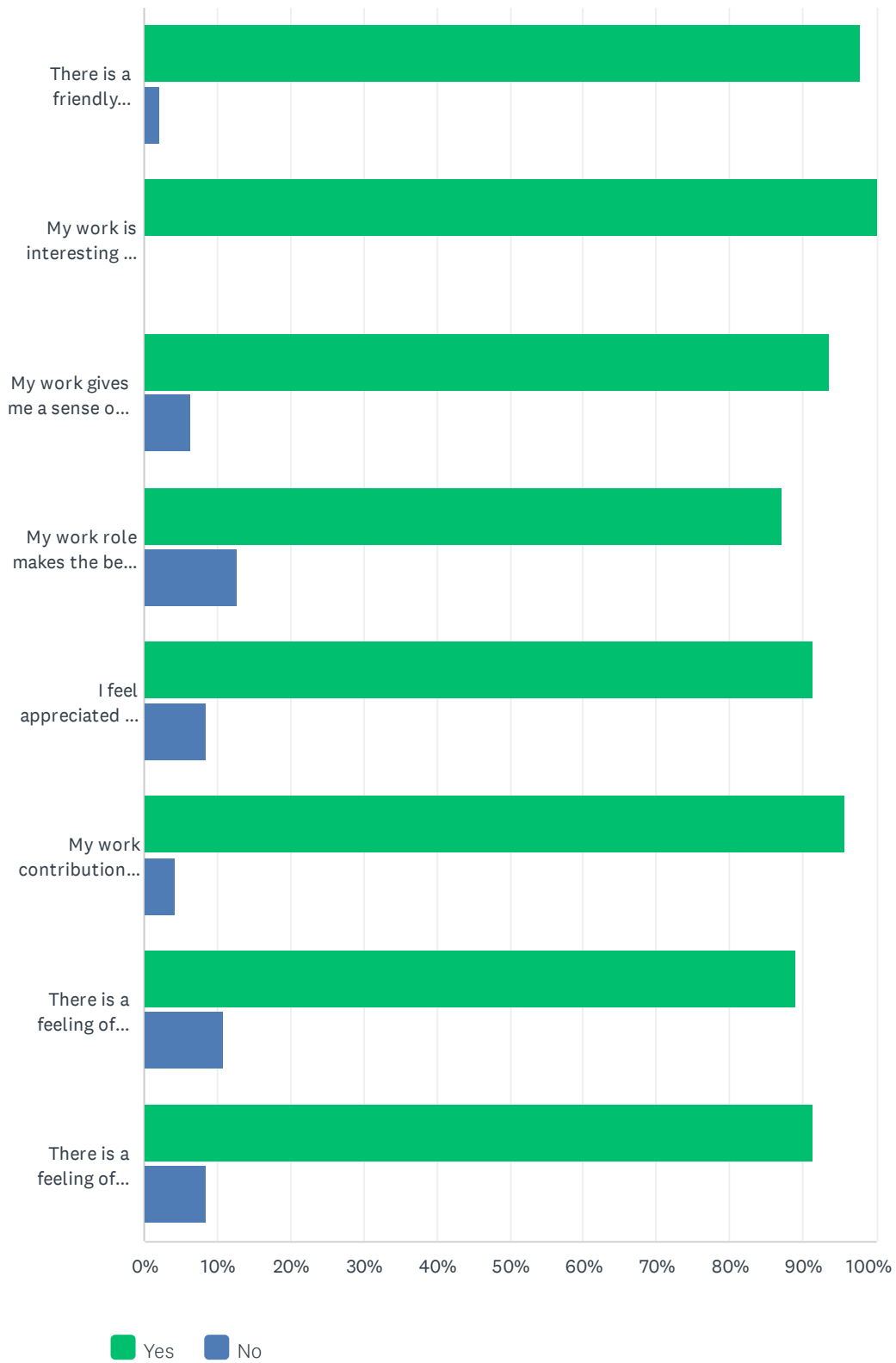
	YES	NO	TOTAL	WEIGHTED AVERAGE
(no label)	91.67% 44	8.33% 4	48	1.08

#	IF NO PLEASE STATE REASON	DATE
1	Most of the time.Can be challenging.	9/28/2021 5:52 PM
2	I would like more hours	9/6/2021 12:06 PM
3	very small quantity of working hours	9/6/2021 12:03 PM



## Q2 Do you agree with the following statements?

Answered: 47 Skipped: 1

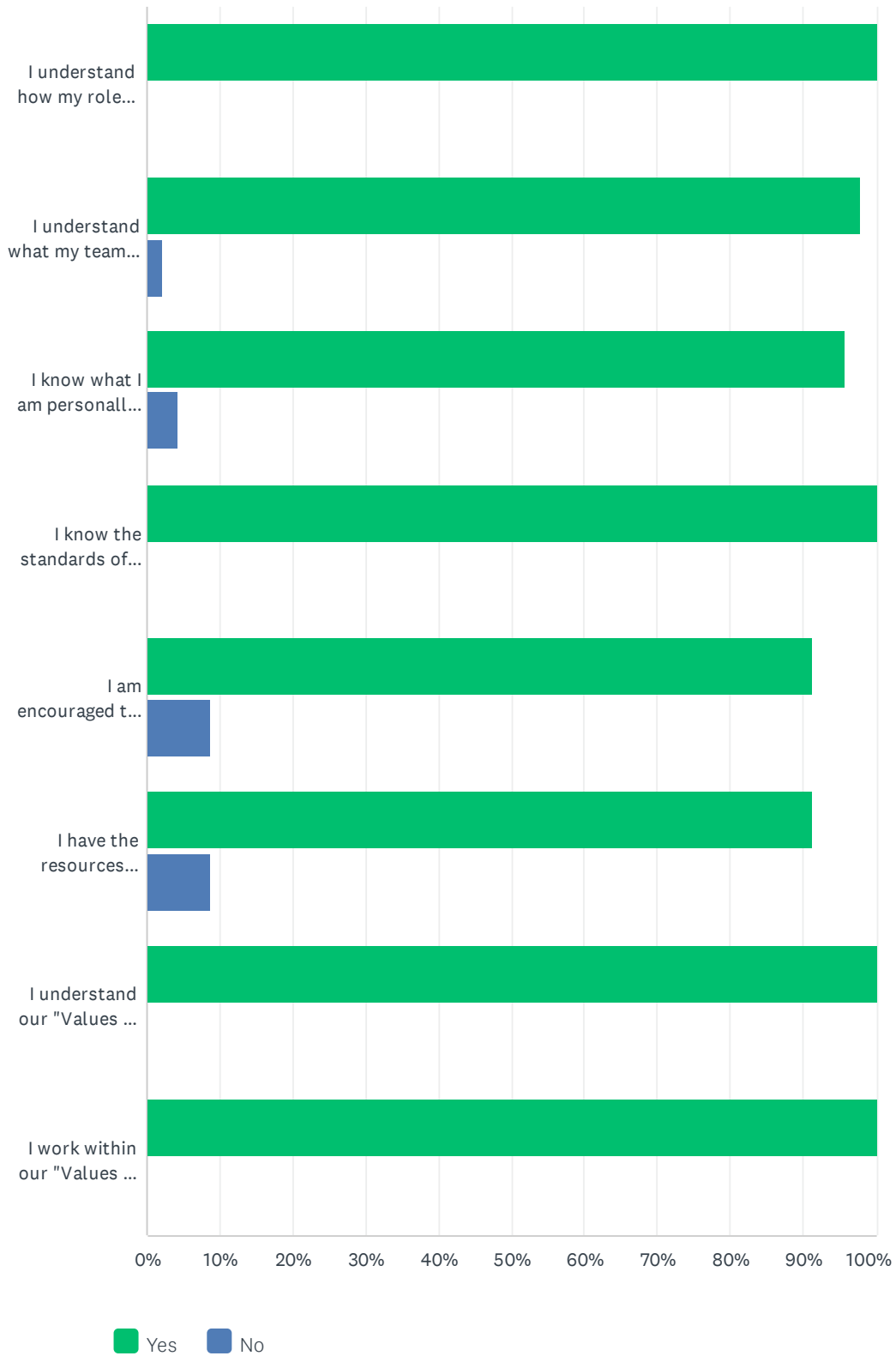


	YES	NO	TOTAL
There is a friendly working atmosphere	97.87% 46	2.13% 1	47
My work is interesting and enjoyable	100.00% 47	0.00% 0	47
My work gives me a sense of achievement	93.62% 44	6.38% 3	47
My work role makes the best use of my skills and ability	87.23% 41	12.77% 6	47
I feel appreciated for the work I do	91.49% 43	8.51% 4	47
My work contribution is valued	95.65% 44	4.35% 2	46
There is a feeling of teamwork within my service area	89.13% 41	10.87% 5	46
There is a feeling of teamwork across different service areas of the Council	91.49% 43	8.51% 4	47

#	IF NO TO ANY OF THE ABOVE - PLEASE STATE REASON	DATE
1	Can feel under appreciated sometimes & more & more put on us.	9/28/2021 5:52 PM
2	Skills and abilities could be used to do more	9/23/2021 9:36 AM
3	I have said yes to all, but there are times when i do not feel appreciated and that the level of work i put into my role is always above and beyond. Team working across different service areas will depend on how stretched the service area is	9/7/2021 11:14 AM
4	Team Working - there are certain areas that do not mix & keep to themselves	9/7/2021 9:00 AM
5	Don't work in all areas	9/6/2021 5:21 PM
6	Management can at times be hostile for no apparent reason and do not communicate effectively with staff	9/6/2021 4:46 PM
7	I would like to address my work in another way	9/6/2021 12:06 PM

### Q3 Do you agree with the following statements about your job with Dunstable Town Council?

Answered: 46 Skipped: 2

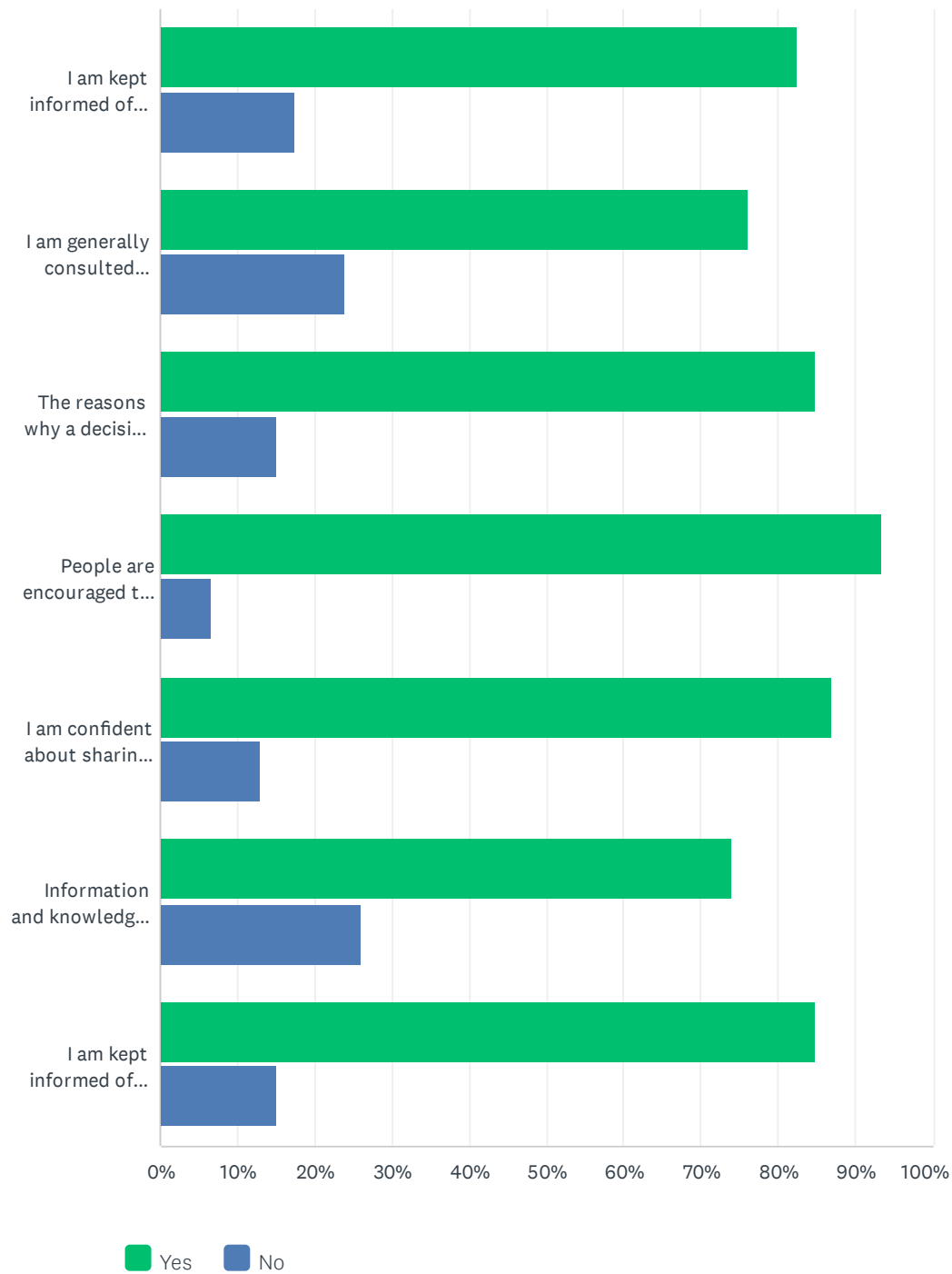


	YES	NO	TOTAL
I understand how my role fits into the objectives of my team/service area	100.00% 46	0.00% 0	46
I understand what my team is trying to acheive	97.83% 45	2.17% 1	46
I know what I am personally expected to achieve	95.65% 44	4.35% 2	46
I know the standards of performance that my service is required to meet	100.00% 46	0.00% 0	46
I am encouraged to use my initiative and am supported in my decision making	91.30% 42	8.70% 4	46
I have the resources needed to do my job	91.30% 42	8.70% 4	46
I understand our "Values and Behaviours"	100.00% 46	0.00% 0	46
I work within our "Values and Behaviours"	100.00% 46	0.00% 0	46

#	IF NO TO ANY OF THE ABOVE - PLEASE STATE REASON	DATE
1	As a one person team, i need support from other service areas, which is not always possible.	9/7/2021 11:16 AM
2	We need better/newer machinery and tools	9/6/2021 12:32 PM
3	I am encouraged but not often supported.	9/6/2021 12:09 PM

### Q4 Do You agree with the following statements about communications within Dunstable Town Council

Answered: 46 Skipped: 2

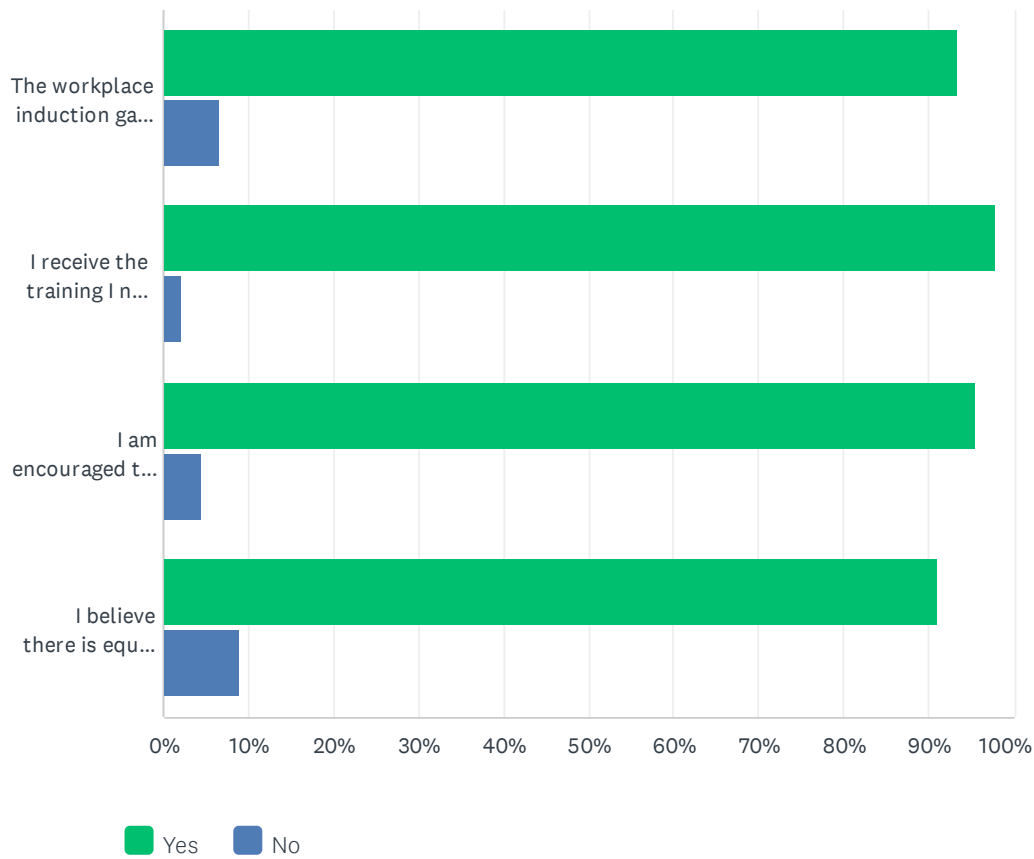


	YES	NO	TOTAL	WEIGHTED AVERAGE
I am kept informed of things that impact on my service area	82.61% 38	17.39% 8	46	1.17
I am generally consulted before decisions affecting my team are taken	76.09% 35	23.91% 11	46	1.24
The reasons why a decision has been taken are generally explained	84.78% 39	15.22% 7	46	1.15
People are encouraged to come forward with ideas and suggestions to improve the way things are done	93.48% 43	6.52% 3	46	1.07
I am confident about sharing my honest opinions without fear of getting into trouble	86.96% 40	13.04% 6	46	1.13
Information and knowledge are shared openly within the Council	73.91% 34	26.09% 12	46	1.26
I am kept informed of Council activities and initiatives	84.78% 39	15.22% 7	46	1.15

#	IF NO TO ANY OF THE ABOVE - PLEASE STATE A REASON	DATE
1	We are just told things are changing.	9/28/2021 5:55 PM
2	Not always involved in formal meetings on a monthly or quarterly basis for example.	9/15/2021 3:10 PM
3	Poor communication	9/6/2021 4:48 PM
4	I don't think it's done on purpose but sometimes information isn't shared at all or as timely as it could be.	9/6/2021 2:52 PM
5	Not always appropriate/relevant to know beforehand ie before decisions are made.	9/6/2021 1:46 PM
6	Communication is a little slow at times	9/6/2021 12:34 PM

## Q5 Do you agree with the following statements about training and development?

Answered: 45 Skipped: 3

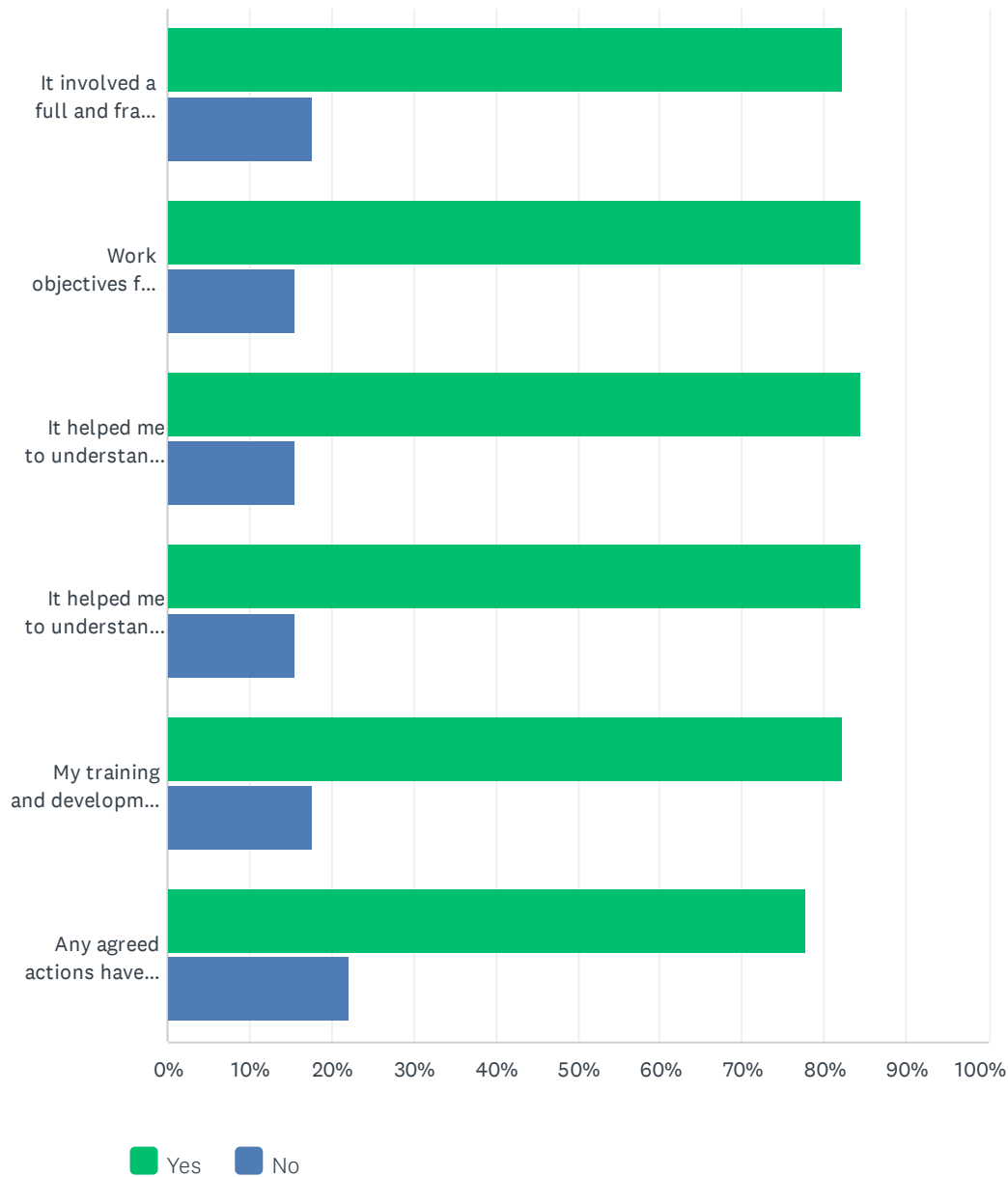


	YES	NO	TOTAL
The workplace induction gave me a good understanding of my job, relevant policies and working environments	93.33% 42	6.67% 3	45
I receive the training I need to do my job well	97.78% 44	2.22% 1	45
I am encouraged to develop my skills and take up training opportunities	95.56% 43	4.44% 2	45
I believe there is equal access to training and development opportunities	91.11% 41	8.89% 4	45

#	IF NO TO ANY OF THE ABOVE QUESTIONS - PLEASE STATE REASON	DATE
1	Learnt on the job,never time to train us.	9/28/2021 5:57 PM
2	Not regular new training. Usually refresher courses only.	9/15/2021 3:10 PM
3	I've not had any offers of training	9/6/2021 12:34 PM

### Q6 Do you agree with the following statements about your appraisal?

Answered: 45 Skipped: 3



	YES	NO	TOTAL
It involved a full and frank discussion about my performance over the last year	82.22% 37	17.78% 8	45
Work objectives for the coming year were agreed	84.44% 38	15.56% 7	45
It helped me to understand and link my work objectives to those of my service	84.44% 38	15.56% 7	45
It helped me to understand and link my objectives to the Council's objectives and priorities	84.44% 38	15.56% 7	45
My training and development needs for the coming year were identified	82.22% 37	17.78% 8	45
Any agreed actions have been followed up by my line manager	77.78% 35	22.22% 10	45



#	IF NO TO ANY OF THE ABOVE - PLEASE STATE REASON	DATE
1	Never had one.	9/28/2021 6:00 PM
2	it is a tick boxing exercise, not very personal	9/28/2021 9:05 AM
3	I have not had a appraisal	9/8/2021 7:44 AM
4	Yet to be reviewed	9/6/2021 4:49 PM
5	NB: Yet to complete one year's service - Answer based on probation evaluation and on-going direction.	9/6/2021 1:48 PM
6	Yet to receive an appraisal	9/6/2021 12:38 PM

## Q7 Please add any other comments you may have

Answered: 8 Skipped: 40

#	RESPONSES	DATE
1	I love my job	9/30/2021 7:44 AM
2	We are very busy & need more staff,which I know is being adressed.	9/28/2021 6:00 PM
3	None	9/27/2021 11:24 AM
4	<ul style="list-style-type: none"> <li>• Current staff award scheme unclear/poorly explained and not as straight forward as previous written nomination format.</li> <li>• Be involved in monthly or quarterly meetings, to be kept up to date with progress and plans in relevant service area.</li> </ul>	9/15/2021 3:24 PM
5	I love my job, I do get over whelmed by it sometimes which is why the No box has been ticked at points.	9/7/2021 11:22 AM
6	I enjoy working for the council and enjoy giving back to my community. However, communication I've found on several occasions to be lacking.	9/6/2021 4:49 PM
7	DTC is a great employer and a great place to work	9/6/2021 1:34 PM
8	A few more groundstaff members would be helpful with the workload we have	9/6/2021 12:37 PM