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DUNSTABLE  
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Your Ref.  
Our Ref. DA/RS

Date: 20 April 2017

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 **27 April 2017** at **7.00 pm** when the following business will be transacted.

#### **AGENDA**

1. Apologies for Absence
2. Specific Declarations of Interest
3. Quarterly Staff Award Scheme – to consider 4th Quarter Nominations (2016/17) – see page 1 (and separate enclosure for Members of the Sub-Committee).
4. HR Summary update - see page 2.

Yours faithfully

David Ashlee  
Town Clerk and Chief Executive

To: Members of Personnel Sub-Committee

Councillors Peter Hollick, John Kane, Liz Jones, Claire Meakins-Jell, Patricia Russell, Pat Staples and Andy Whayman and other Members of the Council for information.

**DUNSTABLE TOWN COUNCIL**

**PERSONNEL SUB-COMMITTEE**

**THURSDAY 27 APRIL 2017**

**STAFF QUARTERLY AWARD SCHEME**

<b>Purpose of Report:</b> The purpose of this report is to present to members the nominations received for the 4th quarter staff award scheme.
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**1. ACTION RECOMMENDED**

1.1 That members determine the recipient of the 4th quarter staff award.

**2. NOMINATED STAFF**

2.1 There have been 2 nominations for the 4th quarter of 2016/17.

**Darrin Dolby – Town Centre Janitor.** Darrin was nominated for working additional shifts and covering the Market Porter Supervisor role ensuring that important town centre services have continued to operate during a time of staff absences/vacancies. In doing this he has demonstrated great willingness and flexibility in his work.

**Jackie Carrington – Priory House Shop Assistant.** Jackie was nominated for the willingness and flexibility she has shown in supporting the launch of the Tea Exhibition.

**3. AUTHOR**

3.1 David Ashlee – Town Clerk and Chief Executive  
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**DUNSTABLE TOWN COUNCIL****PERSONNEL SUB-COMMITTEE****THURSDAY 27 APRIL 2017****HR SUMMARY UPDATE**

**Purpose of Report:** The purpose of this report is to provide members with a summary of personnel issues.

**1. BACKGROUND INFORMATION**

- 1.1 Members of this Sub-Committee have previously requested that future agenda items include an HR summary of any personnel issues, e.g., long term authorised leave of absence (other than holidays), number of disciplinary hearings per quarter and staff sickness records.
- 1.2 This report provides a summary of notable issues for the year 2016/17 and also updates members on the Councils pay scales for 2017/18.

**2. SICKNESS RECORDS**

- 2.1 A summary of staff sickness for the years 2013/14 to 2016/17 is shown in the table below.

Table showing average number of sick days per employee:

Year (April to March)	Total No. of employees accounted	Total No. of employees taking sick leave	No. of employees on long term sick leave	Total working days	Average working days per employee <b>including</b> long term	Long term (one month or more)	Total excluding long term	Average working days per employee <b>excluding</b> long term	PI
2013/14	53	40	4	495	9.34	133	362	6.83	3
2014/15	57	36	4	430.5	7.55	136	294.5	5.17	3
2015/16	59	45	1	419.5	7.11	75	344.5	5.84	3
<b>2016/17</b>	60	45	7	775	12.92	448	327	5.45	3

Three staff currently continue on long term sickness absence in the following service areas:

Recreation Grounds – currently covered by other staff working additional hours

Ashton Square Public Conveniences – currently covered by other staff working additional hours

Central Services – currently covered by staff undertaking additional duties but will require the appointment of a temporary member of staff.

**3. LONG TERM AUTHORISED LEAVE OF ABSENCE**

3.1 Long term authorised leave of absence during the year is as follows:

Service Area	Reason for Leave	Start date	Return date/ anticipated return date
Community Services	Maternity Leave	July 2016	July 2017

**4. STAFF RESIGNATIONS/RETIREMENTS**

4.1 There were 5 resignations in the year, two of the posts have been filled (Market Officer and Duty Manager at Creasey Park CFC) but the Community and Young People's Sessional Worker is currently being covered by casual workers and the two Market Porter/Supervisor posts are currently being covered by one agency staff.

**5. STAFF ESTABLISHMENT AND 2017/18 PAY SCALES**

5.1 The Council's current staffing establishment is as follows:

No of full time posts –	31
No of part-time posts -	36
No of seasonal posts -	<u>2</u>
Total	69
No of full time equivalents	47.7

5.2 A copy of the Council's current pay scales and numbers of staff on each scale is given at appendix 1.

**6. AUTHORS**

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NJC PAY SCALES - NALC/SLCC		(May 16)			
Pay Award Agreed w.e.f. 1.4.16					
DTC PAY MINIMUM OF LWF LIVING WAGE		LWF April 17 increase to £8.45 (was £8.25)			
As determined by the Living Wage Foundation in November of the preceding year					
<b>New Pay Bands and Spinal Column Points for 2017-18</b>					
DTC SALARY BANDS	SCP	Annual Salary	Hourly Rate		
GRADE G	Living Wage	£15,873	£8.450		
	13	£16,491	£8.571		
GRADE F	14	£16,781	£8.722		
	15	£17,072	£8.873		
	16	£17,419	£9.054		
	17	£17,772	£9.237		
	18	£18,070	£9.392		
	19	£18,746	£9.743		
	20	£19,430	£10.099		
	21	£20,138	£10.467		
	22	£20,661	£10.739		
	23	£21,268	£11.054		
	24	£21,962	£11.415		
	25	£22,658	£11.777		
GRADE E	26	£23,398	£12.161		
	27	£24,174	£12.564		
	28	£24,964	£12.975		
	29	£25,951	£13.488		
	30	£26,822	£13.941		
	31	£27,668	£14.380		
GRADE D	32	£28,485	£14.805		
	33	£29,323	£15.241		
	34	£30,153	£15.672		
GRADE C	35	£30,785	£16.001		
	36	£31,601	£16.425		
	37	£32,486	£16.885		
	38	£33,437	£17.379		
	39	£34,538	£17.951		
	40	£35,444	£18.422		
	41	£36,379	£18.908		
	42	£37,306	£19.390		

DTC SALARY BANDS	SCP	Annual Salary	Hourly Rate			
GRADE B	43	£38,237	£19.874			
	44	£39,177	£20.362			
	45	£40,057	£20.820			
	46	£41,025	£21.323			
GRADE A	47	£41,967	£21.812			
	48	£42,899	£22.297			
	49	£43,821	£22.776			
	50	£44,918	£23.346			
	51	£46,036	£23.927			
	52	£47,194	£24.529			
	53	£48,364	£25.137			
	54	£49,432	£25.692			
	55	£50,816	£26.412			
	56	£52,089	£27.073			
	57	£53,387	£27.748			
	58	£55,169	£28.674			
GRADE A1 NOT IN USE	59	£56,943	£29.596			
	60	£58,726	£30.523			
	61	£60,522	£31.456			
	62	£62,295	£32.378			
	63	£64,090	£33.311			
	64	£65,850	£34.226			
TC&CE	65	£67,519	£35.093			
	66	£69,223	£35.979			
	67	£70,968	£36.886			
	68	£72,762	£37.818			

**Dunstable Town Council**  
**Local Transparency - Salary Scales**  
**at 01/04/2017**

Salary Scale	Spinal Column Point	Pay Band	No. of Posts Full and part time
<b>G</b>	Living wage - 13	£8.45 p/h - £16,491	15
<b>F</b>	14 - 25	£16,781 - £22,658	34
<b>E</b>	26 - 31	£23,398 - £27,668	11
<b>D</b>	32 - 34	£28,485 - £30,153	0
<b>C</b>	35 - 42	£30,785 - £37,306	5
<b>B</b>	43 - 46	£38,237 - £41,025	0
<b>A</b>	47 - 58	£41,967 - £55,169	3
<b>A1</b>	59 - 64	£56,943 - £65,850	0
<b>TC&amp;CE</b>	65 - 68	£67,519 - £72,762	1
		<b>TOTAL</b>	<b>69</b>

This list excludes casual workers