

Dunstable Town Council
Grove House
76 High Street North
Dunstable
Bedfordshire
LU6 1NF

Tel: 01582 513000

E-mail: info@dunstable.gov.uk
Website: www.dunstable.gov.uk



DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Your Ref.

Our Ref. DA/RS

Date: 6 April 2018

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 **12 April 2018 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 be reported at the meeting.
4. HR Summary update - see page 1.
5. Staff Establishment – see page 3.

Yours faithfully

David Ashlee
Town Clerk and Chief Executive

To: Members of Personnel Sub-Committee

Councillors Peter Hollick, Liz Jones, John Kane, Gloria Martin, Claire Meakins and Pat Staples and other Members of the Council for information.

DUNSTABLE TOWN COUNCIL**PERSONNEL SUB-COMMITTEE****THURSDAY 12 APRIL 2018****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 It is customary for Members of this Sub-Committee to receive an annual HR summary of any personnel issues, e.g. long term authorised leave of absence (other than holidays) and staff sickness records.
- 1.2 This report provides a summary of notable issues for the year 2017/18.

2. SICKNESS RECORDS

- 2.1 A summary of staff sickness for the years 2015/16 to 2017/18 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 including long term	Long term (one month or more)	Total excluding long term	Average working days per employee excluding long term
2015/16	59	45	1	419.5	7.11	75	344.5	5.84
2016/17	60	45	7	775	12.92	448	327	5.45
2017/18	66	49	5	940	14.24	619	321	4.86

Long term sickness affected the following service areas:

Central Services – from February to November 17. The post was partly covered by agency staff during the period of sickness absence.

Priory House – from July 17 to April 18. The post was partly covered by existing staff acting up/working additional hours.

Priory House Tea Rooms – from November 2017 with a phased return due from mid April 2018. The post has been covered by other staff working additional hours.

Ashton Square Public Conveniences – up to August 2017 when the employee resigned on ill-health grounds. Initially covered by other staff working additional hours but the post was filled from February by a former Market Porter.

Recreation Grounds – up to October 2017 when the employee resigned on ill-health grounds. The post was initially covered by other staff working additional hours but the post was filled from November by a previous summer temp.

3. LONG TERM AUTHORISED LEAVE OF ABSENCE

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

Service Area	Reason for Leave	Start date	Return date/ anticipated return date
Community Services	Maternity Leave	October 2017	October 2018
Priory House Tea Rooms	Maternity Leave	July 2017	-

The Priory House Kitchen/Waiting Assistant (19 hrs) has decided against returning to work and the temporary maternity cover postholder will continue until the end of May. Recruitment will commence shortly.

4. STAFF RESIGNATIONS/RETIREMENTS

4.1 There were 7 other resignations in the year and following changes in staffing arrangements five of these posts have now been removed from the establishment. The other two posts have been filled, ie Senior Youth and Community Services Manager and Saturday Kitchen/Waiting Assistant at Priory House.

5. AUTHOR

5.1 Rosemary O'Sullivan – Head of Finance and Support Services
rosemary.osullivan@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL**PERSONNEL SUB-COMMITTEE****THURSDAY 12 APRIL 2018****THE COUNCIL'S STAFF ESTABLISHMENT REPORT 2018**

Purpose of Report: This report informs members of the Council's staff establishment and associated terms and conditions of employment as of 1 April 2018

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 2018.

3. THE COUNCIL'S STAFF ESTABLISHMENT 2018

- 3.1 As at 1 April 2018, the Council employs the following breakdown of full time, part time, seasonal and casual staffing posts:

Status of employment	2017	2018
No of full-time staff	31	30
No of part-time staff	36	34
No of seasonal staff	2	7
TOTAL FTE	47.7	45.6
Casual hours employed	4,397	2,010
TOTAL FTE	50	46.7

- 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):

Pay band and Spinal Column Point (SCP)	Number of Staff
Living Wage Foundation living wage (Grade G)	(15 x P/T, 2 x seasonal) 17
Grade G (SCP 11-13)	(4 X P/T) 4
Grade F (SCP 14 – 25)	(16 X F/T, 11 X P/T, 5 seasonal) 32
Grade E (SCP 26 – 31)	(5 X F/T, 4 X P/T) 9
Grade D (SCP 32-34)	0
Grade C (SCP 35 – 42)	(5 X F/T) 5
Grade B (SCP 43 – 46)	0
Grade A (SCP 47 – 58)	(3 x F/T) 3
Grade A1(SCP 59-68)	(1 x F/T) 1
TOTAL 71	

- 3.3 The table above shows that from 2017 to 2018 the Council's establishment reduced from 47.7 full time equivalents (FTE's) to 45.6. This is largely due to changes to staffing arrangements for the provision of town centre services (mainly market related services), Priory House, Creasey Park Community Football Centre and Bennett's Splash and Splashside Café.
- 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.
- 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.

4. APPENDICES

- 4.1 Appendix 1 – Copy of pay bands for 2018-19 showing anticipated 2 % pay award.

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

DUNSTABLE TOWN COUNCIL

PAY SCALES 2018/19

(as proposed by the National Employers and currently being negotiated with the Trade Unions)

DTC Grade	Spinal Column Point (SCP)	£ Per Annum	£ Per Hour*
G	Living Wage Foundation living wage	£16,881	£8.75
	11	£17,007	£8.82
	12	£17,173	£8.90
	13	£17,391	£9.01
F	14	£17,681	£9.16
	15	£17,972	£9.32
	16	£18,319	£9.50
	17	£18,672	£9.68
	18	£18,870	£9.78
	19	£19,446	£10.08
	20	£19,819	£10.27
	21	£20,541	£10.65
	22	£21,074	£10.92
	23	£21,693	£11.24
	24	£22,401	£11.61
	25	£23,111	£11.98
E	26	£23,866	£12.37
	27	£24,657	£12.78
	28	£25,463	£13.20
	29	£26,470	£13.72
	30	£27,358	£14.18
	31	£28,221	£14.63
D	32	£29,055	£15.06
	33	£29,909	£15.50
	34	£30,756	£15.94
C	35	£31,401	£16.28
	36	£32,233	£16.71
	37	£33,136	£17.18
	38	£34,106	£17.68
	39	£35,229	£18.26
	40	£36,153	£18.74
	41	£37,107	£19.23
	42	£38,052	£19.72

B	43	£39,002	£20.22
	44	£39,961	£20.71
	45	£40,858	£21.18
	46	£41,846	£21.69
A	47	£42,806	£22.19
	48	£43,757	£22.68
	49	£44,697	£23.17
	50	£45,816	£23.75
	51	£46,957	£24.34
	52	£48,138	£24.95
	53	£49,331	£25.57
	54	£50,421	£26.13
	55	£51,832	£26.87
	56	£53,131	£27.54
	57	£54,455	£28.23
A1	58	£56,272	£29.17
	59	£58,082	£30.11
	60	£59,901	£31.05
	61	£61,732	£32.00
	62	£63,541	£32.93
	63	£65,372	£33.88
	64	£67,167	£34.81
	65	£68,869	£35.70
	66	£70,608	£36.60
	67	£72,387	£37.52
	68	£74,217	£38.47

***Hourly rate calculated 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 in the National Agreement 'Green Book')**