

Towyn & Kinmel Bay Town Council

Draft Minutes of the (Hybrid Meeting) HR Committee held on Monday 9 October, 2023 at 7pm.

Present Cllrs: T Bibby, L Formston, M Jones, A Macauley & K Redhead

Non Voting:

Clerk: D Thomas

1. Chairman

Cllr L Formston was nominated and approved as Chairman.

2. Deputy Chairman

Cllr A Macauley was nominated and approved as Deputy Chairman.

3. Apologies for Absence

Apologies for absence were received from Cllr G Corry.

4. Declaration of Interest

There were no declarations of interest.

5. Public Participation

There were no applications from the public to address the Council.

6. Minutes

Resolved that: - The minutes of the meeting held on 20/02/2023 be approved and signed.

7. Gwynedd Pension Fund

Noted the Gwynedd Pension Fund update regarding the Revised Pension Fund Early Retirement Strain Cost Factors, which have been increased following the completion of a valuation process by the fund actuary.

8. Good Councillor Guide to Employment

Noted the 2023 Good Councillors Guide to Employment, which has been completed by the National Association of Local Councils.

Resolved that – The document will be presented at a future Full Council meeting for consideration/adoption.

9. Staff Review

The clerk explained/presented the financial implications and benefits/reasons for the staff review/proposed recruitment of a Deputy Clerk, which included: -

- Policies need a full in-depth review
- Staff numbers have not been reviewed for many years
- The work load/demands and complexity of work, increases year on year, this is likely to continue to increase with the financial constraints/issues at Conwy CBC.

- To provide sickness cover for both Clerk & Admin
- To provide holiday cover for both Clerk & Admin
- To aid Progression/Future Proof the Town Council
- Bring into line with other similar sized Town Councils in Conwy and Denbighshire
- Enable the Town Council to have the resources/time to identify/explore grant opportunities, which could have a positive impact/reduce the precept requirement moving forward.
- To give the Clerk more opportunity to get out and about in the community.

Other considerations to be taken into account: -

Other impacts on 2024 – 25 Budget

IT - Say £1000 for new PC for Deputy Clerk

Equipment - Say £500 for new desk and chair for Deputy Clerk

Training - Say £1000 - (OVW, ILCA, FILCA & CILCA).

Telephones - Say £150 for new desk phone for Deputy Clerk (Propose to share TKBTC mobile).

Staff Costs for a Deputy Clerk

For 2024 – 25 have been estimated on a worst-case scenario (Calculated at level SCP 29 - £35,411 plus 2023 -24 pay review award), plus Pension costs estimated at £7000 & Employer National Insurance Contributions estimated at £4000.

However, could look to advertise as SCP 25 - £32,020 plus 2023 – 24 pay review award to SCP 29 – (Depending on Experience and Qualifications).

Suggest if proposed new role is approved, that we look to advertise in Jan 24, and the new role start date to be 1/4/2024.

Resolved that: - The proposed appointment of a Deputy Clerk with effect from 1/4/2024, be recommended for approval at the next appropriate Full Town Council Meeting.

10. Annual Pay Review

Noted that the 2023 -24 National Pay Scales have still not been agreed/confirmed, and that as agreed in the HR meeting on 20/02/2023 (Agenda item 5a, 5b & 5c), the three staff members will be aligned with the 2023-24 NJC agreed pay scales, once they have finally been agreed/confirmed, and that the increases to the salaries will need to be backdated to 01/04/2023.

11. 2024 – 25 Salary Budget Review

The Clerk presented /explained, and answered the members questions regarding: -

- 1) The proposed increased salary related budgets relating to 2023 – 24, which take into account the estimated increases, following the above mentioned 2023 -24 National Pay Review.
- 2) The proposed salary related budgets for 2024-25 (Two Options - Option1 - Existing staff structure, and Option 2 - Which includes the estimated salary for the proposed recruitment of a Deputy Clerk, with effect from 01/04/2024).

Resolved that: -

a) The proposed increased Salary Budgets for 2023 -24, as presented and fully explained by the Clerk, be presented to Full Council for consideration/approval, at the next appropriate meeting of the Full Council.

b) The proposed Salary Budgets for 2024-25, (Options 1 & 2) as presented and fully explained by the Clerk, be presented to Full Council for discussion/consideration/approval at the next appropriate meeting of the Full Council.

Meeting Closed: 19:35.

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Signed by the Chairman of the next HR meeting held on 19/02/2024.

DRAFT