



Leigh-on-Sea Town Council

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Chairman: Cllr Keith Evans | **Vice Chairman:** Cllr Dr. David Bowry

Town Clerk: Helen Symmons PSLCC



MINUTES OF A MEETING - STAFFING COMMITTEE
TUESDAY 27TH SEPTEMBER 2022
HELD AT LEIGH COMMUNITY CENTRE

Present: Cllrs: David Bowry, Vinice Cowell, Keith Evans and Jill Healey

Absent: Cllrs Anita Forde, Carole Mulrone and Andy Wilkins

In Attendance: Helen Symmons (Town Clerk)

The meeting opened at 6.30 pm

10. HOUSE KEEPING ANNOUNCEMENT

The Chairman made the appropriate announcements.

11. APOLOGIES FOR ABSENCE

Cllrs Mulrone and Wilkins

12. DECLARATION OF MEMBERS' INTERESTS

Cllrs Cowell and Evans in their capacity working for Essex County Council which manages the Local Government Pension Scheme.

13. APPROVE MINUTES OF THE PREVIOUS MEETING

The minutes of 28th June 2022 were agreed and signed.

14. STAFFING UPDATE & OPERATIONAL STRUCTURE

The Town Clerk produced an amended report to the Committee as follows:

The Assistant Town Clerk will technically return from maternity leave in December but has chosen to add a block of annual leave on to this and therefore will not physically return to the office until 30th January 2023. A flexible working request and defined job description has been mutually agreed.

At the end of 2021 and during 2022 until August, there has been several staffing changes both in the office and with the caretaking team. Additionally, from 4th October the Facilities Team Leader position will no longer exist. Two members of the caretaking team will work together to ensure the relevant H&S and appropriate legislation is complied with plus completing required administrative tasks. As a result of this two part time caretakers have agreed to work full time.

A summary of full-time equivalent (FTE) staffing numbers pre and post covid pandemic is as follows:

2018	9.91 (6 caretaking staff, 8 office staff)
2019	10.2 (5 caretaking staff, 8 office staff)
2020 (lockdown)	10.2 (5 caretaking staff, 8 office staff)
2021 (post covid)	9.00 (4 caretaking staff, 7 office staff)
2022 (April)	9.75 (5 caretaking staff, 7 office staff, 1 staff on maternity leave)
2022 (from Aug)	10.27 (5 caretaking staff, 7 office staff, 2 staff on maternity leave)
2023 (maternity)	9.61 (4 caretaking staff, 8 office, 1 staff on maternity leave)
2023 (from July)	9.41 (4 caretaking staff, 8 office staff)

We are now working back at pre-covid levels in terms of volume of work but as can be seen will actually be working with less staff hours. This is due to operational efficiencies and readjustment of internal organisation of roles.

The Committee **RESOLVED** the proposed 2023 organisational structure

15. 2022/23 STAFFING BUDGET UPDATE

The Town Clerk produced an amended report to the Committee as follows:

A National pay rise for all local government staff has been offered and is currently going through the Union approval system. The offer is for an increase of £1925 added to each pay scale with effect from 1st April 2022 along with an additional 1 day annual leave with effect from April 2023 and abolishing Pay scale SC1 (this would not affect any current employees). The percentage effect of the scale increase varies for each member of staff from 4% to 10% but the net effect for the Town Council would be 12.77% because of 'on costs' that the Council as an employer pays.

The Government recently announced that the National insurance rate will revert to 13.25% from 6th November.

The Council had been a national living wage employer and this has recently gone up to £10.90. Even after the proposed pay rise there would be 3 members of staff who would not be on this rate and it is therefore proposed to increase their salary grades from level 2 to level 4 with effect from 1st October to ensure that when the pay rise is agreed, they will be paid the national living wage.

The 2022/23 resolved budget is £305,500 (this was based on 2021 staffing levels with amendments made for maternity leave & cover for one member of staff and a reduction in hours for the Town Clerk). With the proposed national pay increase and taking in to account the above changes, the salaries cost will now be £310,250. This means there will be a budget deficit £4750.

Currently there is an earmarked reserve of £24,958

The Committee **RESOLVED** to increase salary grades to the national living wage change and that the budget deficit of £4,750 when the national pay rise is implement be vired from the earmarked reserve.

16. 2023/24 STAFFING BUDGET

The Town Clerk produced an amended report to the Committee as follows:

Based on the proposed Organisational structure the salary budget will be £343,750. This includes a forecasted 3% national pay rise in 2023/24 and an increase in employers pension contributions at 0.7%. All staff will earn a national living wage and subject to satisfactory appraisals, 2 members of staff will receive incremental point rises with another 2 having their band grading changed due to taking on additional responsibilities with regard to H&S and legislation. All these changes do have an

effect on employers on costs but from the original agenda, the budget is now £20k less than predicted.

Year on year this increase is now 10.8% as opposed to 14.2% previously predicted.

LTC Staffing 2023/24					
Allocations			Budget	Projected	2021/22
			2022/23	with payrise	Actuals
Council Staffing	£122,500.00		£ 97,000.00	£ 99,750.00	£ 111,095.00
LCC	£146,750.00		£ 148,000.00	£ 149,500.00	£ 126,361.00
Skatepark	£6,500.00		£ 5,000.00	£ 5,500.00	£ 4,661.00
Allotments	£15,750.00		£ 13,500.00	£ 15,000.00	£ 9,907.00
Com Transp	£4,750.00		£ 4,500.00	£ 6,750.00	£ 7,254.00
Farmers Market	£6,250.00		£ 7,250.00	£ 9,000.00	£ 7,312.00
C&C	£25,500.00		£ 15,250.00	£ 9,750.00	£ 10,215.00
Planning	£15,750.00		£ 15,000.00	£ 15,000.00	£ 12,507.00
	£343,750.00		£ 305,500.00	£ 310,250.00	£ 289,312.00

The Committee **RESOLVED** the salaries budget for 2023/24 at £343,750 **with recommendation to Council via Finance & Governance Committee**

The meeting closed at 6.45 pm