



Longridge Town Council

Staffing Committee - Agenda

Members of Longridge Town Council's Staffing Committee are summoned to attend a meeting on Wednesday 11 December 2024 at 18:15 in the Station Buildings, Berry Lane, Longridge.

1. Welcome by the Chair

2. To receive apologies.

3. Declarations of interests.

Councillors are responsible for declaring any personal/prejudicial or disclosable pecuniary interest **pertaining to matters on this agenda.**

If the personal interest is a prejudicial interest or there is a disclosable pecuniary interest, then the individual member should not participate in a discussion or vote on the matter and must withdraw from the meeting and not seek to influence a decision unless a dispensation request has been submitted in writing.

4. Public participation.

This 30-minute session (time limit of three minutes per item/per person) provides members of the public an opportunity to indicate interests in an agenda item and put questions to the Town Council. Such questions may be answered after the meeting or become an agenda item at a future Town Council meeting.

ITEMS for DECISION/DISCUSSION

5. Clerk and RFO - annual salary review.

Report of the Clerk (enclosed) for members to note the new pay rates agreed by the National Joint Council for Local Government Services (NJC) and applicable from 1 April 2024.

6. Clerk and RFO – additional salary considerations.

Report of Cllr. Walker for members to consider additional salary matters.

7. Administrative Assistant

Report of the Clerk (enclosed) for members to consider the appointment of an Administrative Assistant to the Town Clerk.

ITEMS for INFORMATION/DISCUSSION

8. Consideration of matters not on the agenda.

An opportunity for the clerk and members to provide updates, raise matters and suggest items for future meetings.

9. Future meetings.

For members to consider dates for the next and future Staffing Committee meetings.

Mike Hill


Clerk and Responsible Financial Officer to Longridge Town Council.

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Mission Statement

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors.
Working to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.

Agenda Item 5

For Decision/Discussion


Meeting:	Staffing Committee
Meeting Date:	11 December 2024
Title:	Clerk and RFO – Annual Salary Review
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to note the new pay rates agreed by the National Joint Council for Local Government Services (NJC) and applicable from 1 April 2024.

2. Introduction.

The Clerk and RFO is currently on pay scale 19-24 and paid at pay scale 19 which is £15.43 per hour. The new pay rates agreed by the NJC sets pay-scale 19 from April 1 2024 to £16.10 per hour.



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13	£28,163	£14.60	LC1 (13-17) (above substantive range)
14	£28,624	£14.84	
15	£29,093	£15.08	
16	£29,572	£15.33	
17	£30,060	£15.58	
18	£30,559	£15.84	LC2 (18-23) (below substantive range)
19	£31,067	£16.10	
20	£31,586	£16.37	
21	£32,115	£16.65	
22	£32,654	£16.93	
23	£33,366	£17.29	
24	£34,314	£17.79	LC2 (24-28) (substantive benchmark range)
25	£35,235	£18.26	
26	£36,124	£18.72	
27	£37,035	£19.20	
28	£37,938	£19.66	
29	£38,626	£20.02	LC2 (29-32) (above substantive benchmark range)
30	£39,513	£20.48	
31	£40,476	£20.98	
32	£41,511	£21.52	

3. Members are recommended:

- To increase the Clerk's hourly pay rate from £15.43 to £16.10 in line with the agreed NJC revised pay scales.
- To backdate the increase in pay from July 1 2024 (the Clerk's start date of employment).

Agenda Item 6

For Decision/Discussion



Meeting:	Staffing Committee
Meeting Date:	11 December 2024
Title:	Clerk and RFO – Additional Salary Considerations
Submitted by:	Cllr. Walker - Committee Chair

1. Purpose of the report.

For members to consider additional salary matters relating to the Clerk and Responsible Financial Officer (RFO).

2. Background.

Members are reminded that the Clerk’s salary was initially set at pay scale 19-24. With the actual starting scale being based on experience and set at 19.

SCP	01-Apr-23		01-Apr-24	
	per annum	per hour	per annum	per hour
1	<i>Deleted wef 01 Apr 23</i>			
2	£22,366	£11.59	£23,656	£12.26
3	£22,737	£11.79	£24,027	£12.45
4	£23,114	£11.98	£24,404	£12.65
5	£23,500	£12.18	£24,790	£12.85
6	£23,893	£12.38	£25,183	£13.05
7	£24,294	£12.59	£25,584	£13.26
8	£24,702	£12.80	£25,992	£13.47
9	£25,119	£13.02	£26,409	£13.69
10	£25,545	£13.24	£26,835	£13.91
11	£25,979	£13.47	£27,269	£14.13
12	£26,421	£13.69	£27,711	£14.36
13	£26,873	£13.93	£28,163	£14.60
14	£27,334	£14.17	£28,624	£14.84
15	£27,803	£14.41	£29,093	£15.08
16	£28,282	£14.66	£29,572	£15.33
17	£28,770	£14.91	£30,060	£15.58
18	£29,269	£15.17	£30,559	£15.84
19	£29,777	£15.43	£31,067	£16.10
20	£30,296	£15.70	£31,586	£16.37
21	£30,825	£15.98	£32,115	£16.65
22	£31,364	£16.26	£32,654	£16.93
23	£32,076	£16.63	£33,366	£17.29
24	£33,024	£17.12	£34,314	£17.79
25	£33,945	£17.59	£35,235	£18.26
26	£34,834	£18.06	£36,124	£18.72
27	£35,745	£18.53	£37,035	£19.20
28	£36,648	£19.00	£37,938	£19.66
29	£37,336	£19.35	£38,626	£20.02
30	£38,223	£19.81	£39,513	£20.48
31	£39,186	£20.31	£40,476	£20.98
32	£40,221	£20.85	£41,511	£21.52
33	£41,418	£21.47	£42,708	£22.14

3. Introduction.

Agenda Item 5 for this meeting, requests members to consider increasing the Clerk's salary in line with the new pay rates agreed by the NJC from £15.43 to £16.10 per hour.

Members should note that the Town Council currently pay the Town Council's contracted employees (Gardener and Caretaker/Handyman) £20 per hour. In addition, it is proposed that the Town Council will pay the new cleaners who will come onboard in January 2025 at the same rate of £20 per hour.

Members should also note that all the current contracted employees are managed and supervised by the Clerk, as will the cleaners when they come onboard.

4. Considerations.

Based on the Clerk's experience, performance and the supervisory roles undertaken, members are requested to consider changing the Clerk's current pay scale (19-24).

5. Members are recommended:

- a. To note the report.
- b. Set a new pay scale for the Clerk and the date any new pay scale would take effect.

Agenda Item 7

For Decision/Discussion

Meeting:	Staffing Committee
Meeting Date:	11 December 2024
Title:	Appointment of an Administrative Assistant
Submitted by:	CLlr. Walker - Committee Chair

1. Purpose of the report.

For members to consider the appointment of an Administrative Assistant to support and deputise for the Town Clerk.

2. Introduction.

Members are reminded that for several years they have considered the appointment of an Administrative Assistant to provide support to the Town Clerk.

It is envisaged the post would be office based, permanent, be offered for 6 hours per week (spread over one or two days) and would report to the Town Clerk.

The principal duties would be:

- To carry out administrative duties in the day-to-day running of the Council.
- To deputise for the Town Clerk as required.
- To attend and minute Council meetings as required.
- To assist the Clerk in the coordination of Council events.

In addition, the Assistant would carry out other duties of a similar responsibility to those above, which would be allocated by the Town Clerk.

3. Financial Considerations.

If appointed, the Assistant would need a laptop, desk, office chair and desk phone.

Item:	Cost £	Comments
Monthly salary	392.00	6 hours x £15.08 (salary scale 16)
Laptop	650.00	
Desk phone	50.00	
Desk	350.00	With drawers
Office chair	150.00	
Total:	1,592	

In addition, to accommodate an Assistant, certain items will need to be removed from the Clerk's office to create space. In this regard, the Clerk has been looking to install a large insulated, weather proof storage unit on the small plot of land near the bins at the rear of the Council Offices. The estimated cost for this unit would be around £2,800 and could also be used to house the cleaning equipment currently stored in one of the Council's toilets and as a consequence taking that toilet out of use.

Members are recommended:

- a. To note the report.
- b. To consider the appointment of an Administrative Assistant as set out in the Report.
- c. If aggregable to point b. above, request the Clerk to draft a job description, employment contract and advertise the vacancy.