



TO ALL MEMBERS OF THE PERSONNEL COMMITTEE

Cllr G Newman (Chairman)

Cllr T Green

Cllr K Williams (Vice Chairman)

Cllr M Jepson

Cllr N Barber

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 10 April 2019** at **6pm** for the transaction of the following business:

A G E N D A

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

3. Requests for Dispensation

Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

4. Confirmation of Minutes

To confirm the minutes of the meeting held on 24 October 2018 as a true record.

(Pages 3-4)

5. Living Wage Policy

To consider recommending a Living Wage Policy to the Town Council.

(Page 5)

6. Training Strategy 2019/20

To review the Council's Training Strategy for 2019/20.

(Appendix A)

7. Exclusion of Press and Public (Staffing Matters)

In accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

8. Town Clerk's Appraisal

To carry out the Town Clerk's Annual Appraisal.

(confidential report)

9. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 9 October 2019 at 6pm.



Ash Tadjrishi
Town Clerk
5 April 2019

For information (via email): All Town Councillors.
Local Press

304. STAFFING STRUCTURE AND BUDGET 2019/20

Members considered a confidential report on staffing structure and budget estimates for 2019/20. Salary scale point increases and training proposals were approved as presented and the budgets were recommended as follows:

Salaries Budget

Cost Centre	Budget 2019/20		
	Salaries (£)	Employer National Insurance (£)	Employer Pension Contributions (£)
Administration	172,414	17,033	40,059
Town Hall	25,678	1,685	899
Walton	2,996	267	180
Broadway House	5,070	452	304
Cemetery	95,302	9,321	15,549
Allotments	16,818	1,645	2,744
Total	318,277	30,403	59,735

Training Budget

	2019/20 (£)
Administration	3,000
Town Hall	500
Cemetery	2,000
Totals	5,500

It was **RESOLVED** that Council be recommended to approve the salaries and training budgets for the financial year 2019/20 as presented in the report.

305. CLOSURE

The meeting was closed at 7.20pm. The next meeting was noted as having been scheduled for Wednesday 10 April 2019 at 6pm.

AGENDA ITEM 6: LIVING WAGE POLICY

At its meeting of 27 March 2019, Council's Finance & General Purposes Committee requested that a Living Wage Policy be discussed at Personnel Committee (*Minute #557 of 2018/19 refers*).

The minimum wage a worker should get depends on their age and if they're an apprentice. All employers must pay the correct minimum wage.

Apprentices are entitled to the apprentice rate if they're under 19, or over 19 and in the first year of their apprenticeship. Apprentices over 19 who have completed the first year of their apprenticeship are entitled to the correct minimum wage for their age.

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2019	£8.21	£7.70	£6.15	£4.35	£3.90

All staff at Felixstowe Town Council are currently paid at least the National Living Wage.

However, the Living Wage Foundation www.livingwage.org.uk encourages all employers that can afford to do so to ensure their employees earn a wage that meets the costs of living, not just the government minimum.

They calculate that the UK Living Wage for outside of London is currently £9.00 per hour: <https://www.livingwage.org.uk/calculation> . The rate is set independently and updated annually.

Employers who choose to pay the Living Wage on a voluntary basis can also become accredited and display the Living Wage Employer Mark on their materials and in their buildings.

A Living Wage Policy might also state that companies the Town Council does business with should be encouraged to become living wage employers, and that in the future this will become a prerequisite of working with Felixstowe Town Council.

A 'Living Wage Implementation Guide' is available online here: https://www.livingwage.org.uk/sites/default/files/Living%20Wage%20Implementation%20Guide_0.pdf

The estimated cost (increased staff cost and £120 accreditation fee) for Felixstowe Town Council to become a Living Wage employer would be just under £2,000 for 2019/20.

Committee is requested to consider developing and recommending a Living Wage Policy to the Council.
