



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

Thursday, 09 November 2023

You are hereby invited to attend an extraordinary meeting of the **Finance and General Purposes Committee** called at the request of the committee chairman, which will be held on **Tuesday 14 November** commencing at **19.45** in the Radcliffe Room, **The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.**

In the interests of transparency, the council asks that any person wishing to record the meetings proceedings informs the Chairman prior to the start of the meeting and that recording equipment is on view.

This committee is followed by a meeting of The Grange and Grange Hall Committee scheduled at 20.00.

Belina Boyer
Parish Clerk/RFO

Committee Members: Cllr O Bere, Cllr S Clegg, Cllr I Dovey, Cllr T James, Cllr A McLeod, Cllr P Thomas (Chair), Cllr Alice Tomlinson and Cllr Oliver Furniss

Agenda no	Agenda Item title	Power/Regulation
	Welcome by the chair of the committee.	
FGP24/100	To note apologies for absence.	Local Government Act 1972, s85 (1) & Sch 12, p40.
FGP24/101	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Localism Act 2011, s31.

Agenda no	Agenda Item title	Power/Regulation
FGP24/102	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	Localism Act 2011, s33.
FGP24/103	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FGP24/104	To approve the National Joint Council Pay award of £1925 as detailed in NALC advice note E01-23/ 2022/23 Local Government Services Pay Agreement 2023 (pro rata for part time employees) in accordance with financial Regulation 7.3. Paper A	Local Government Act 1972, s. 112
FGP24/105	To note the date and time of the next scheduled Finance and General Purposes Committee meeting as Tuesday, 28 th November 2023 at 19.00.	Local Government Act 1972, Sch 12, p10 (2)(a)

PAPER A



Officer Report to

Grange and Grange Hall Committee

Report Author: Belina Boyer

Report Date: 09/11/2023

FGP24/104 To approve the National Joint Council Pay Award

Introduction

The National Joint Council has finally agreed to a pay award which is to be backdated to 01 April 2023.

The forecasts presented to members for staffing costs have tried to incorporate the anticipated agreement.

FUTURE FORECAST FOR 2023 - 2024																to Sept as at 12.10.23			
	apr	may	jun	Quarter 1	jul	aug	sep	Quarter 2	oct	nov	dec	Quarter 3	jan	feb	mar	Quarter 4	2023/24 Forecast	2023/24 budget	2022/23 Actual
Insurance - ex GH & Skatepark	206	206	205	617	244	244	244	732	244	244	244	732	244	244	244	732	2,813	2,652	2,471
Professional fees	0	0	0	0	0	0	0	0	1,000	-	-	1,000	-	1,000	2,000	3,000	4,000	4,000	3,286
Licences-aset, iris, pensions, email, mapping	192	12	0	204	383	479	0	862	95	12	12	119	250	175	600	1,025	2,210	2,608	2,371
Office incl photocopyer	877	708	372	1,957	135	96	178	409	400	350	850	1,600	450	400	850	1,700	5,666	6,325	5,941
Subs NALC, ICCM, SLCC, JCO, safety+link	95	0	0	95	1,605	0	55	1,660	256	100	-	356	115	-	-	115	2,226	2,196	2,311
Telephones and internet	102	110	126	338	110	111	113	334	120	120	120	360	120	120	120	360	1,362	1,440	2,711
Training	0	135	105	240	255	1,170	203	1,628	120	100	132	352	100	100	100	300	2,520	2,500	9
Office administration	2,032	1,171	808	4,011	2,732	2,100	1,843	6,676	2,235	926	1,388	4,819	1,279	2,039	3,914	7,232	22,437	23,481	20,731
APM	0	0	0	0	0	0	0	0	-	-	200	0	-	100	100	100	100	100	35
Chairman's Allowance	0	0	0	0	0	0	0	0	-	-	200	0	-	200	100	300	500	600	111
Election Fund	225	225	225	675	225	225	0	450	0	0	0	0	0	0	0	0	1,125	2,700	2,700
Democracy	225	225	225	675	225	225	0	450	0	0	200	200	0	200	200	400	1,725	3,400	3,161
Grants	0	0	250	250	254	0	0	254	1,500	950	1,500	3,950	500	500	-	1,000	5,454	6,000	1,821
Health & Safety and GDPR	27	70	63	160	80	-70	33	43	350	350	350	350	500	500	1,400	1,400	1,953	2,000	3,551
Staff	13,617	14,588	15,327	43,532	17,110	15,540	15,222	47,872	21,375	18,375	18,375	58,125	18,375	18,375	18,375	55,125	204,654	208,497	187,161
Contingency	0	0	0	0	260	520	0	780	0	0	0	0	0	0	8,602	8,602	9,382	9,382	41,431
Flat maintenance	0	0	85	85	0	742	135	877	-	-	-	0	0	-	8,602	8,602	962	500	2,041
TOTAL ADMINISTRATION	15,901	16,054	16,758	48,713	20,660	19,057	17,233	56,951	25,110	20,251	21,783	67,144	20,164	21,114	32,481	73,759	246,566	253,260	259,931
Estate agent fee	95	95	145	335	95	95	95	285	6	106	106	218	106	106	106	318	1,156	1,268	1,141
Maintenance/utilities	95	131	42	268	671	131	131	933	1,650	150	150	1,950	150	315	115	880	3,731	2,300	1,731
Ind Environment	190	226	187	603	766	226	226	1,218	1,656	256	256	2,168	256	421	221	898	4,887	3,568	2,872

You will notice from this screen shot of the usual forecast spreadsheet, that the accounts clerk factored in a significant increase for backdated pay from October and a consistently higher amount for salary costs thereafter. As we all know, confirmation of the salary increase could not be acted upon in time for October payroll. The big increase will therefore be November rather than October as shown, and the council will likely have to pay NI even to part time staff because of the back pay. Employer Pension contributions will also be slightly higher. Staff who left the council's employment before the back pay came into effect are entitled to it if they so request.

If we assume -for implicitly - that two members of staff had worked the additional 5 hours from April (not July) and will continue to do so until end of March (though this has not yet been agreed by the HR committee), and further assume that a third caretaker at 12 hours per week all year round – even though there has been an unfilled vacancy for several months– we had a total of 212 out of 370 staff hours based on 10 members of staff. The £1925 will be paid equally to all members of staff according to hours worked. Therefore, for 10 full time members of staff the additional cost would be £19,250 per annum + pension and Employer NI. However, with the above assumptions, we only had 212 staff hours, so the additional payroll cost will be £11,029.73 for the whole year. If all were in the pension scheme and now

eligible to pay NI when they were not before there would be a further £3875 or thereabouts to pay.

For the third quarter, the accounts clerk factored in an increase over the second quarter (when two staff members worked 5 extra hours and the third was still in post) of 10,643 inclusive of NI and pension contributions. For the fourth quarter she predicted a quarterly cost of £7,253 above the 2nd quarter expenditure.

This forecast of the year end outcome will cover the council's establishment as it currently stands and come in well under budget of 208,497.

To summarise, we are unlikely to exceed the budget forecast provided last month even if we find a third caretaker tomorrow and the HR committee extends the additional hours for the two staff members until the end of March. Until we know what terms and conditions would be offered to any new additional posts we will not be able to predict any impact this will have on staffing cost.

Once we have done the November Payroll with the backdated pay increase it will be a lot easier to predict the year end.

Recommendation

To **approve** the National Joint Council Pay award of £1925 as detailed in NALC advice note E01-23/ 2022/23 Local Government Services Pay Agreement 2023 (pro rata for part time employees) in accordance with financial Regulation 7.3.

The payment to be backdated to 01 April and paid with the November payroll.

6 NOVEMBER 2023

E01-23 | 2022/23 LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2023

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%.

The Joint Council notes on backpay for employees who have left employment: "If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of www.lgpsregs.org.

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates 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). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
2	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£23,893	£12.42	LC1 (7-12) (substantive benchmark range)
7	£24,294	£12.63	
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	
12	£26,421	£13.73	LC1 (13-17) (above substantive range)
13	£26,873	£13.97	
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	
17	£28,770	£14.95	LC2 (18-23) (below substantive range)
18	£29,269	£15.21	
19	£29,777	£15.48	
20	£30,296	£15.75	
21	£30,825	£16.02	
22	£31,364	£16.30	
23	£32,076	£16.67	LC2 (24-28) (substantive benchmark range)
24	£33,024	£17.16	
25	£33,945	£17.64	
26	£34,834	£18.10	
27	£35,745	£18.58	
28	£36,648	£19.05	

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
29	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£38,223	£19.87	
31	£39,186	£20.37	
32	£40,221	£20.90	
33	£41,418	£21.53	LC3 (33-36) (below substantive range)
34	£42,403	£22.04	
35	£43,421	£22.57	
36	£44,428	£23.09	
37	£45,441	£23.62	LC3 (37-41) (substantive benchmark range)
38	£46,464	£24.15	
39	£47,420	£24.65	
40	£48,474	£25.19	
41	£49,498	£25.73	
42	£50,512	£26.25	LC3 (42-45) (above substantive benchmark range)
43	£51,515	£26.77	
44	£52,752	£27.42	
45	£54,017	£28.08	
46	£55,325	£28.76	LC4 (46-49) (below substantive range)
47	£56,648	£29.44	
48	£57,854	£30.07	
49	£59,418	£30.88	
50	£60,856	£31.63	LC4 (50-54) (substantive benchmark range)
51	£62,323	£32.39	
52	£64,335	£33.44	
53	£66,341	£34.48	
54	£68,356	£35.53	

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
55	£70,385	£36.58	LC4 (55-62) (above substantive benchmark range)
56	£72,388	£37.62	
57	£74,417	£38.68	
58	£76,405	£39.71	
59	£78,290	£40.69	
60	£80,216	£41.69	
61	£82,188	£42.72	
62	£84,214	£43.77	

* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs.

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