



John Wright  
Town Clerk

## Lyme Regis Town Council

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### Human Resources Committee

**Core Membership:** Cllr G. Stammers (chairman), Cllr D. Sarson (vice-chairman), Cllr J. Broom, Cllr K. Ellis, Cllr M. Ellis, Cllr B. Larcombe, Cllr C. Reynolds, Cllr G. Turner, Cllr S. Williams

Notice is hereby given of a meeting of the Human Resources Committee to be held at the Guildhall, Bridge Street, Lyme Regis on Wednesday 15 September 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
10.09.21

*The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.*

*If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.*

*If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.*

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

### AGENDA

#### 1. **Public Forum**

Twenty minutes will be made available for public comment and response in relation to items on this agenda

*Individuals will be permitted a maximum of three minutes each to address the committee*

#### 2. **Apologies**

To receive and record any apologies and reasons for absence

### **3. Minutes**

To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 9 June 2020 (attached)

### **4. Disclosable Pecuniary Interests**

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.
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### **5. Dispensations**

To note the grant of dispensations made by the town clerk in relation to the business of this meeting.

### **6. Matters arising from the minutes of the previous Human Resources Committee meeting held on 9 June 2020**

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting

### **7. Update Report**

To update members on issues previously reported to this committee

### **8. Human Resources' Annual Review for Members**

To allow members to receive an annual report on key human resources' information about members

### **9. The Impact of the Living Wage**

To allow members to consider the impact of the Living Wage on the council's lower paid employees

### **10. National Insurance Increase from 1 April 2022**

To inform members of the cost of the government's 1.25% increase in employer national insurance contributions

## **11. Homeworking**

To allow members to consider a homeworking policy

To allow members to consider a homeworking request from Mark Green, deputy town clerk, to work from home on up to two days per week

*That 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 while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960*

## **12. Exempt Business**

*To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.*

### **(a) Agenda item 11 – Homeworking**

LYME REGIS TOWN COUNCIL  
HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 9 JUNE 2021

**Present**

**Chairman:** Cllr G. Stammers

**Members:** Cllr J. Broom, Cllr K. Ellis, Cllr M. Ellis, Cllr B. Larcombe, Cllr C. Reynolds, Cllr D. Sarson, Cllr G. Turner

**Officers:** M. Adamson-Drage (operations manager), A. Mullins (administrative officer), J. Wright (town clerk)

**Absent:** Cllr S. Williams

**21/01/HR Election of Chairman and Vice-Chairman**

It was proposed by Cllr J. Broom and seconded by Cllr G. Turner that Cllr G. Stammers is chairman of the Human Resources Committee.

There being no other nominations, Cllr G. Stammers was duly **ELECTED** as chairman.

It was proposed by Cllr J. Broom and seconded by Cllr B. Larcombe that Cllr D. Sarson is vice-chairman of the Human Resources Committee.

There being no other nominations, Cllr D. Sarson was duly **ELECTED** as chairman.

**21/02/HR Terms of Reference**

The terms of reference were noted.

**21/03/HR Public Forum**

There were no members of public present.

**21/04/HR Apologies**

None.

**21/05/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 10 March 2021**

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, the minutes of the meeting held on 10 March 2021 were **ADOPTED**.

**21/06/HR Disclosable Pecuniary Interests**

There were none.

**21/07/HR Dispensations**

There were none.

**21/08/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 10 March 2021**

**Local government 2021 pay claim**

It was noted the pay claim, when accepted, would be backdated to 1 April 2021 and that this had been budgeted for at 2%.

**Members' allowances**

It was confirmed there was a list on the council website of which members claimed an allowance.

**21/09/HR Update Report**

**Seafront attendant**

The operations manager said there were three candidates for the post and Matt Johnson had been appointed, with a start date of 14 June 2021.

Members were disappointed with the low number of applicants. The support services manager outlined where the post had been advertised and said officers were also surprised with the lack of interest, especially as the evening seafront attendant post had received a lot of interest.

Cllr M. Ellis asked what induction training he would get as the evening seafront attendants had started without induction training, uniform or lone working guidance. She said there should be a training pack in the personnel files for members to see, and she felt members should also see employees' exit interviews.

The town clerk said exit interviews were confidential and unless employees gave explicit consent for members to see them, they would remain so. He said if employees knew their exit interviews would be seen by members, he doubted if some leavers would consent to an interview.

Several members felt they should be allowed to see exit interviews as the councillors were the employer, although it was pointed out the council was the employer, not individual members.

Cllr B. Larcombe said members could ask the town clerk if there were any underlying issues which should be brought to their attention from an exit interview, and an employee could choose to share their interview with members, if they wished.

## 21/10/HR Minutes of the Health and Safety Committee meeting on 6 May 2021

Cllr J. Broom said he had seen one of the evening seafront attendants not wearing hi-vis clothing.

The operations manager confirmed they were issued with hi-vis clothing and he would follow this up with the employees involved.

Cllr D. Sarson referred to issues around lone and late working and asked how the employee involved would be made to feel more secure.

The operations manager said this issue was raised by an employee who had left the organisation and felt others were vulnerable. He confirmed all the seafront attendants had now been given the appropriate training and he had met with them on their first shift to discuss any issues. He added there had been a long delay on the ordering of uniform but they were now kitted out.

Cllr G. Stammers said enforcement officers had bodycams to help protect them and suggested the Health and Safety Committee looked at getting them for the seafront attendants.

Members discussed the play park equipment as there were concerns some of the equipment didn't conform to British standards and that the wood on the pirate ship was in a poor condition. There was also concern two pieces of equipment were broken and had been for some time.

The operations manager said he didn't believe the British standards had changed, but the inspector who had carried out the recent inspection was particularly stringent on this issue. He said he had asked Eibe, the supplier of the equipment, for their comments on the inspection.

The operations manager said parts had been ordered from Eibe for the broken pieces of equipment but they were taking a long time to arrive. He added that the wood on the pirate ship was not supposed to be treated and was intended to split after time.

Proposed by Cllr J. Broom and seconded by Cllr D. Sarson, the minutes of the Health and Safety Committee meeting on 6 May 2021 were **RECEIVED**.

## 21/11/HR Human Resources' Annual Review

The town clerk highlighted the main points in the report. He said the pension review in 2022 could cause the wage bill to increase. He drew attention to the significant payroll variance in 2021-22 compared with 2020-21 and said this was due to furlough payments being received in 2020-21.

The town clerk said a pay increase was not expected this year but an employer offer of 1.5% had been made; the council had budgeted for a 2% increase so this would be manageable. He said the budget also assumed every employee was in the pension scheme because employees could join at any time in the year.

The town clerk said there was a relatively low level of sickness absence, excluding days where employees were not able to work due to self-isolation and Covid testing.

The town clerk said the narrowing of the pay differential between low-skilled and semi-skilled jobs was causing concern for some employees.

He said the return to work post-Covid would need to be carefully managed as some employees had greater concerns than others and it was important all views were respected.

The town clerk suggested member information was considered and said he would bring a report to the next meeting.

#### **21/12/HR Evening Seafront Attendant Contract Extension**

The operations manager said if members agreed the contract extension, it was the intention to employ one of the candidates who had applied for the permanent seafront attendant post as two of the evening seafront attendants would be leaving by the end of June. This would leave two evening seafront attendants until September.

Cllr M. Ellis asked if there was money in the budget for this.

The town clerk said there was no budget but the additional expenditure could be contained within the overall salaries budget because extra money was included in case employees joined the pension scheme mid-way through the year.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a contract extension for the evening seafront attendants to the first week of September 2021.

#### **21/13/HR Achievement of a Level 5 Diploma in Human Resource Management**

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

#### **21/14/HR Works Supervisor/Lengthsman role – Spinal Column Point Banding Review**

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**21/15/HR Exempt Business**

**a) Achievement of a Level 5 Diploma in Human Resource Management**

Cllr G. Stammers congratulated the support services manager on achieving a Level 5 Diploma in Human Resource Management.

*The support services manager left the meeting at 8.06pm.*

Members congratulated Adrienne Mullins on achieving a Level 5 Diploma in Human Resources.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to note Adrienne Mullins has achieved a Level 5 Diploma in Human Resources Management and award two additional spinal column points to her current salary and pay scale.

*The support services manager returned to the meeting at 8.14pm.*

**b) Works Supervisor/Lengthsman role – Spinal Column Point Banding Review**

Cllr B. Larcombe said it was important to understand why an increase in the banding was being considered as overtime and hours worked were not a valid reason. He said if someone was working considerable overtime, it was a resourcing issue.

Cllr M. Ellis said when the operations supervisor and lengthsman roles were combined, it was unsure what the role would entail but it was probably more demanding than originally thought. She said the postholder had taken on more of a supervisor role than the lengthsman element and this was a reason for an increase.

Cllr J. Broom suggested re-grading the post and applying a new job title, although it was pointed out an employee couldn't just be given a new job title without proper consultation.

Cllr G. Stammers said the postholder had taken on a higher level of responsibility, which justified an increased banding.

The operations manager said since taking on the role, the head gardener post had also been removed so the postholder had also taken on this role and its responsibilities.

Members acknowledged the role had changed since its inception and no longer reflected the job description.

Proposed by Cllr J. Broom and seconded by Cllr K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the re-banding of the post of works supervisor/lengthsman to spinal column point 19 to 22 and move the current incumbent onto spinal column point 22 with immediate effect on the basis of a new job description and person specification which reflects the current role.

*The meeting closed at 8.28pm.*



**Committee:** Human Resources

**Date:** 15 September 2021

**Title:** Matters arising from the minutes of the previous Human Resources Committee meeting held on 9 June 2021

**Purpose of the Report**

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting.

**Recommendation**

Members note the report

**Report**

**21/08/HR – Matters arising from the minutes of the previous Human Resources Committee meeting held on 10 March 2021**

**Local Government pay claim**

On 27 July 2021, the National Employers made an final offer to the NJC unions as follows:

- An increase of 2.75% on NJC scale point 1
- An increase of 1.75% on NJC scale point 2 and above
- Both of the above to apply from 1 April 2021
- Completion of the outstanding work of the joint Term-Time Only review group

Further to the employers' offer, the three unions, Unison, GMB and Unite confirmed their consultation ballots would run through to late-September or early-October. All three unions will be recommending the pay offer of 1.75% be rejected.

**21/09/HR – Update Report**

Matt Johnson started his role as seafront attendant on 14 June 2021 as anticipated.

**21/10/HR – Minutes of the Health and Safety Committee meeting on 6 May 2021**

As the evening seafront attendants have now left, the suggestion for these employees to have bodycams to protect them while working late at night will be considered by the Health and Safety Committee in 2022, ahead of any new summer contracts.

The issue of whether the equipment at Anning Road play park conformed to British standards was taken up with the equipment supplier, Eibe, who were confident the standards were met. Eibe has now taken up the issue with the Play Inspection Company, which carried out the original inspection.

The two pieces of broken play equipment were replaced in June 2021.

**21/12/HR – Evening Seafront Attendant Contract Extension**

The contracts ended on 5 September 2021 as planned.

**21/13/HR – Achievement of a Level 5 Diploma in Human Resource Management**

Changes to the support services manager's salary and pay scale took effect from the August 2021 payroll.

**21/14/HR – Works Supervisor/Lengthsman role – Spinal Column Point Banding Review**

Changes to the works supervisor/lengthsman's salary and pay scale took effect from the August 2021 payroll.

Officers are drafting a new job description and person specification for the role.

John Wright  
Town clerk  
September 2021

**Committee:** Human Resources

**Date:** 15 September 2021

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Plumbing training**

Maintenance operative Kyle Knight started his plumbing training in the first week of September. He is attending college on Wednesdays, Thursdays and Fridays and is expected to complete the course and obtain the qualification by Christmas.

**Members' allowances**

A report was taken to the Full Council on 28 July 2021 to allow members to consider a survey response to Dorset Council as a response was required before this committee could meet.

Based on the discussion at the Full Council meeting, the town clerk responded to the survey on the council's behalf on 26 August 2021.

John Wright  
Town clerk  
September 2021

**Committee:** Human Resources

**Date:** 15 September 2021

**Title:** Human Resources' Annual Review for Members

**Purpose of Report**

To allow members to receive an annual report on key human resources' information about members

**Recommendation**

Members note the report

**Background**

1. At the previous meeting on 9 June 2021, the human resources' annual review was presented to members, containing information such as staff turnover, pay multiples, learning and development and sickness absence.
2. At that meeting, the town clerk suggested similar information could be compiled for members and he would bring a report to the next meeting.
3. This report considers data from the 2020-21 council year.

**2020-21 establishment**

4. There are 14 seats on the council and all are filled.
5. All 14 members have been elected, i.e. none have joined through co-option.
6. There was one change in the establishment in 2020-21; Cllr Leon Howe left the council in December 2020 and Cllr Tara Webb was elected to the council in May 2021. The long gap between one member leaving and another joining was due to Covid-19 restrictions, which meant elections were not allowed to take place until 6 May 2021.

**Gender profile**

7. There are eight male members (57%), compared with six female members (43%). The number of female councillors is above the national average of 36%.

**Meeting attendance**

8. There were 31 meetings of the Full Council and its committees in 2020-21. This is less than in a 'normal' year due to Covid-19, when only Full Council meetings were held virtually between May and December 2020.
9. As Cllr Howe left part-way through the year and Cllr T. Webb joined the council in May 2021 and attended the final meeting of 2020-21, they have not been included in the record.

10. Attendance for 2020-21 is shown below:

Councillor	Full Council	S & F	HR	Planning	TMH	TCP	Total	%
B Larcombe	15	3	1	7	3	2	31	100%
K Ellis	12	2	1	Non Member	1	2	18	75%
G Stammers	14	3	1	Non Member	3	2	23	96%
J Broom	14	3	1	7	3	2	30	97%
M Ellis	15	3	1	4	3	2	28	90%
C Reynolds	14	2	1	5	3	2	27	87%
D Sarson	15	3	1	Non Member	3	2	24	100%
G Turner	15	2	1	6	3	2	29	94%
S Williams	15	3	1	7	3	2	31	100%
R Smith	14	0	Non Member	Non Member	3	Non Member	17	81%
B Bawden	14	1	Non Member	4	3	2	24	80%
R Doney	8	0	Non Member	Non Member	0	0	8	35%
D Ruffle	12	2	Non Member	Non Member	Non Member	2	16	80%
Total Meetings	15	3	1	7	3	2		

### Members' and mayoral allowance

8. The current members' allowance is £489 per annum, set by the Dorset Parish Independent Remuneration Panel in 2019. The allowance is assessed at 3% of a Dorset Council members' annual allowance.
9. The panel also recommends that if a council pays an enhanced basic allowance to its chairman, it should not be more than twice that paid to other members. However, this council set the mayoral allowance in 2020-21 at £4,700.
10. Four members received an allowance in 2020-21: Cllr B. Bawden, Cllr C. Reynolds, Cllr R. Smith and Cllr S. Williams. Cllr R. Smith suspended his allowance in April 2020 and resumed in October 2020.

### Training and development

11. During 2020-21, the following training and development was undertaken by members:

	Training	Date
Cllr B. Bawden	Introduction to Planning (DAPTC)	28/01/2021
Cllr B. Bawden	Role of Local Councils in Planning (DAPTC)	11/02/2021
Cllr B. Bawden	Important Planning Concepts (DAPTC)	25/02/2021
Cllr B. Bawden	Year End Audit and Accounts (DAPTC)	10/02/2021
Cllr B. Bawden	Advanced Social Media Skills for Individual Councillors (DAPTC)	15/03/2021
Cllr B. Bawden	Public Speaking for Councillors (DAPTC)	25/03/2021
Cllr T. Webb	Welcome and governance (in-house)	19/05/2021

### Monitoring officer

12. No complaints were referred for investigation by the monitoring officer in 2020-21.

### Representation on external bodies

13. During 2020-21, members represented the council on 25 external organisations. Due to Covid-19, the nominations were held over from 2019-20.
14. The number of organisations represented by each member is shown below:

Cllr B. Bawden	6
Cllr J. Broom	2
Cllr R. Doney	2
Cllr K. Ellis	4
Cllr M. Ellis	2
Cllr L. Howe	3
Cllr B. Larcombe	2
Cllr C. Reynolds	0 <sup>1</sup>
Cllr D. Ruffle	2
Cllr D. Sarson	2
Cllr R. Smith	1
Cllr G. Stammers	1
Cllr G. Turner	0
Cllr S. Williams	4

15. Any recommendations from this committee will be considered by the Full Council on 27 October 2021.

Adrienne Mullins  
Support services manager  
September 2021

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<sup>1</sup> Cllr Reynolds re-joined the council in January 2020 and appointments were carried over from 2019-20 to 2020-21 so she had no opportunity to be nominated to external organisations.

**Committee:** Human Resources

**Date:** 15 September 2021

**Title:** The Impact of the Living Wage

**Purpose of Report**

To allow members to consider the impact of the Living Wage on the council's lower paid employees

**Recommendation**

Members note the report

**Background**

1. On 9 June 2021, this committee considered the human resources' annual review and the town clerk referred to the concern of some employees about the narrowing of the pay differential between low-skilled and semi-skilled jobs in the organisation.
2. This committee received a report about the impact of the living wage set by the Living Wage Foundation 22 March 2017. This issue was also considered by this committee 20 February 2019 as part of a report on employee pay.
3. Following consideration by this committee on 24 May 2014, the Full Council approved a policy of paying its employees the minimum hourly rate determined by the Living Wage Foundation<sup>2</sup>; at that point in time, this was referred to as the Living Wage.
4. This was, and remains higher, than the government's minimum wage which confusingly changed its name in 2016 to the National Living Wage<sup>3</sup> for those over 23 years whilst retaining the minimum wage title for those categories under 23 and apprentices
5. The main driver for the narrowing pay-differential between low-skilled and semi-skilled jobs is a higher annual increase in the Living Wages.

**Report**

6. **Appendix 9A** details the respective increase in the Real Living Wage (previously the Living Wage) and the government's Living Wage (previously the minimum wage). For 2021-22, the UK Real living Wage is £9.50<sup>4</sup> per hour and the National Living Wage for those over 23 years is £8.91 per hour<sup>5</sup>.
7. The gap between the Real Living Wage and the National Living Wage is reducing, this is due to the government target of creating a National Living Wage which is 66% of the Median Wage by 2024.

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<sup>2</sup> The Living Wage Foundation's Real Living Wage is determined by an independent panel who calculate the minimum hourly amount a person working a 40-hour week requires to live.

<sup>3</sup> The National Living Wage is based on a government target to reach 66% of median earnings by 2024

<sup>4</sup> The Living Wage Foundation's Real Living Wage for London is calculated at £9.50

<sup>5</sup>For 2021-22, the government's National Minimum Wage is £8.36 for 21-22 year olds, £6.56 for 18-20 year olds, £4.62 for under 18s and £4.30for apprentices.

8. **Appendix 9A** also includes the annual pay award for local government officers. For illustrative purposes two salary grades are detailed, spinal column point 3 and spinal column 28. Spinal column 3 is the lowest pay point used by the council; spinal column point 28 is the managerial entry point.
9. Since 2016-17, the percentage increase in pay of a scale 3 employee has exceeded the pay of a spinal column point 28 manager (and others paid below this grade).
10. The table below details the pay of 15 permanent employees; 10 are full-time and five part-time. These are non-supervisory, frontline posts, and include semi-skilled and unskilled employees.

Post	Grade (SCP)	Hourly Rate 2020-21 £	Hourly rate plus employers 2021-22 pay offer @1.75% £	Variance to 2021-22 National Living Wage @ £8.91 £	Variance to 2021-22 Real Living Wage @ £9.50 £
Amenities assistant (x3)	3	9.65	9.82	+1.01	+0.32
Cleansing operative (x1) and seafront attendant (x1)	4-5	9.84-10.04	10.01-10.19	+1.10-1.28	+0.51-0.69
<u>Lengthsman</u> (x1), maintenance operatives (x2) and gardeners (x5)	4-6	9.84-10.24	10.01-10.42	+1.01-1.51	+0.51-0.92
Senior admin. Assistant (x1) and admin. Assistant (x1)	4-7	9.84-10.44	10.01-10.62	+1.01-1.71	+0.51-1.12

### **Moving forwards and considerations**

11. Looking forwards, the level of Real Living Wage and the National Living Wage increases, compared to annual pay award increases is the issue.
12. The government's target of increasing the National Living Wage to 66% of the median wage by 2024 is likely to require annual increases which are greater than annual pay awards and this will further reduce the gap between the hourly rate of the council's lower paid employees and the living wages.

### **An illustration**

13. To avoid current labour market distortion, I have modelled up hourly pay based on the median wage of a full-time employee in April 2020, i.e., £31,461. Assuming this employee works 40 hours per week, their hourly pay is £15.13; 66% of this rate is £9.98 per hour.



14. Comparison with April 2020 council pay for SCPs 3-7 (9.65-10.44) shows a variance of -£0.33 to +£0.46.
15. Predicting future public sector pay awards isn't a precise science; the town clerk wasn't expecting a pay award in 2021-22. However, in the medium-term, public sector pay awards are likely to be low with the potential to bring more of the workforce below the living wages.
16. This creates three issues
  - A potential increase in the council's wage bill to comply with living wage legislation and/or council policy
  - A reduction in the differential between the council's unskilled and semi-skilled employees
  - A reduction in the differential between supervisory and non-supervisory staff.
  -
17. Any recommendations from this committee will be considered by the Full Council on 27 October 2021.

John Wright  
Town clerk  
September 2021

APPENDIX 9A

Year	Pay award SCP 3	Increase (%)	Pay award SCP 28	Increase (%)	UK Living Wage	Increase (%)	National minimum wage/National living wage	Increase (%)
2011/2012					£7.20		£6.08	
2012/2013					£7.45	3.5%	£6.19	1.8%
2013/2014	7.71		£14.99		£7.65	2.7%	£6.31	1.9%
2014/2015	7.71	0%	£14.99	0%	£7.85	2.6%	£6.50	3%
2015/2016	7.88	2.2%	£15.32	2.2%	£8.25	5.1%	£6.70	3.1%
2016/2017	£8.04	2%	£15.47	1%	£8.45	2.4%	£7.20	7.5%
2017/2018	£8.19	1.9%	£15.63	1%	£8.75	3.6%	£7.50	4.2%
2018/2019	£8.82	7.7%	£15.94	2%	£9.00	2.9%	£7.83	4.4%
2019/2020	£9.36	6.1%	£16.26	2%	£9.30	3.3%	£8.21	4.9%
2020/2021	£9.62	2.75%	£16.71	2.75%	£9.50	2.2%	£8.72	6.2%
Total pay increase from 2013 - 2020 (%)		24.8%		11.5%		24.2%		38.2%

SCP 28 – Previously 34

SCP 3 – previously 11

**Committee:** Human Resources

**Date:** 15 September 2021

**Title:** National Insurance Increase from 1 April 2022

**Purpose of the Report**

To inform members of the cost of the government's 1.25% increase in employer national insurance contributions

**Recommendation**

Members note the report

**Background**

1. The council's employer national insurance cost is currently £49,900; the cost is determined by the number of employees, their individual salary and the government's national insurance classification<sup>6</sup> for employers.
2. On 9 September 2021, the government announced from 1 April 2022 employer and employee contributions would rise by 1.25%, i.e., the employers' national insurance contribution will raise to 15.05% and the employees' contribution would rise to 13.5%.
3. For 2022-23, this tax will be added to national insurance contributions; from 2023 onwards, it will be identified separately as a health and social care levy
4. Based on current 2021-22<sup>7</sup> salary, the cost of this increase to the council is £4,500.
5. This will be reported to the Strategy and Finance Committee as part of the 2022-23 budget-setting process.
6. Any recommendations from this committee will be reported to the Full Council on 27 October 2021.

John Wright  
Town clerk  
September 2021

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<sup>6</sup> The council pays employer class 1 national insurance contributions which are currently 13.8% and are applied to incomes between £8,840 and £50,270

<sup>7</sup> This excludes the employers' 2021-22 pay offer of 1.75% and any in-year salary amendments.