

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

10th June 2022.

To Members of the Staffing Committee

Councillors Liz Burns, Stephen Giles-Medhurst (Chairman), Jane Lay, David Major, Robin Powell, and John Swallow.

The next meeting of the Staffing Committee will be held at the above address on Wednesday 15th June 2022 at 9:00 am, when your presence is summoned for the purpose of transacting the business outlined below.

The press and public are welcome to attend the meeting.

Isabel Montesdeoca

Chief Officer & Clerk to the Council

AGENDA

1. Apologies for Absence
To receive and accept apologies for absence.
2. Declarations of Interest
To receive declarations of interest in items on the agenda.
3. Public Participation
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
4. Election of Vice Chairman
To elect a Vice Chairman of this committee for the year 2022-2023.
5. To confirm the Minutes of the Meeting held on
12th January 2022 (Enclosed^[1]).
6. 2021-2022 Pay Awards & 2022-2023 Pay Negotiations
To note Chief Officer & Clerk's update on the above (Chief Officer & Clerk's report item 1).
7. Personal Alert Trackers
To consider a report on the above (Chief Officer & Clerk's report item 2).
8. Lone Working Policy
To consider a draft policy on the above (Chief Officer & Clerk's report item 3 and Lone Worker Policy v1.1 enclosed^[1]).
9. Recruitment Update
To note updates on recruitment effort (Chief Officer & Clerk's report 4).
10. Exclusion of the Press and Public (Part II)
As following items will consider confidential matters relating to ALPC staff members a resolution to exclude the press and public may be required, under the Public Bodies (Admission to Meetings) Act

Abbots Langley Parish Council

1960 and the LGA 1972, s100.

11. Employment Contract Review

To note Chief Officer & Clerk's report on the above (Chief Officer & Clerk's report PII, item 1)

12. Disciplinary & Grievance Procedures

To note Chief Officer & Clerk's update on the above (Chief Officer & Clerk's report PII, item 2)

13. Leave of Absence

To note Chief Officer & Clerk's update on the above (Chief Officer & Clerk's report PII, item 3)

^[1] *Committee members only, others on request.*

[https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared documents/alpc meetings/alpc meetings 2021-2022/staffing committee/alpc-staffing-agenda-2022-03-draft.docx](https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared%20documents/alpc%20meetings/alpc%20meetings%202021-2022/staffing%20committee/alpc-staffing-agenda-2022-03-draft.docx)

Abbots Langley Parish Council
Chief Office & Clerk's Report - Staffing - June 2022

1. 2021-2022 Pay Awards & 2022-2023 Pay Negotiations

a. National Joint Council (NJC) Pay Award 2021-2022

All Parish Council staff are employed under NJC terms which cover contractual arrangements including sickness pay, annual leave, salaries, etc.

A salary award of 1.75% was finally agreed in March 2022 for 2021-2022. The increase became effective 1st April 2021. This salary award was provided for in the 2021-2022 salary budget.

Employees were notified of the increase in a letter sent out with the March 2022 payroll. Back pay (salary, overtime, pension) due to employees for 2021-2022 was calculated and paid out in the April 2022 payroll. This includes payments due to Council employees who worked only part of the year.

Looking forward to this year's pay negotiations, the three local government unions (UNISON, GMB and Unite) were expected to lodge their pay claim for 2022-23 at the end of May 2022, and the employer regional pay consultation briefings have been arranged to take place (virtually) in each of the nine English regions, Wales and Northern Ireland between 14 and 27 June 2022.

b. National Living Wage 2022-2023

The NJC has adopted the National Living Wage and is committed to ensuring the lowest pay scales do not drop below the NLW. The National Living Wage, for employees aged 23 and over, was increased to £9.50 an hour as of April 2022. At present, the lowest NJC pay scale is above this figure.

Looking forward to next year, the Low Pay Commission has published this statement regarding plans for reviewing the National Living Wage (NLW):

"Although our recommendations in the autumn will be subject to Commissioners' assessment of economic conditions, our current best estimate for the on-course NLW rate in April 2023 is £10.32, within a range of £10.14 - £10.50. Our current best estimate of an NLW set at two-thirds of median earnings for those aged 21 and over in 2024 would be £10.95 within a range of £10.58 - £11.33. These are based on the latest wage growth forecasts, but actual wage growth may turn out higher or lower, and we will update these ranges in the summer based on changing forecasts. We will publish a report, to coincide with the increase in NLW and NMW rates, setting out this pathway in more detail."

This represents a NLW potential range increase of 8.6% to 15.3%. If salary negotiations are delayed again this year and run past April 2023, this will cause the lowest NJC pay scales to drop below the NLW. If this happens, the Parish Council will need to adjust the wages of staff within those pay scales to meet the NLW.

c. London Fringe Weighting 2021-2022

An inner London fringe weighting increase was agreed in April 2022 for 2021-2022 raising the amount to £914 per year. The increase was effective 1st April 2021.

Employees were notified of the increase in a letter sent out with the April 2022 payroll. Back pay due to employees for 2021-2022 was calculated and paid out in the April 2022 payroll.

2. Personal Alert Trackers

In 2020 the Leisure Committee approved entering into a 3-year contract with Skyguard for MicroSOS personal alert trackers for the Works Team and the Community Warden (*Leisure Committee 17 June 2020, min 45; referred from Staffing Committee June 2020 min 34*). The total annual cost quoted for 7 trackers was £1,638. The decision to acquire personal alert trackers was triggered by findings from a full H&S audit carried out by HCC staff under our HR Support Contract with WBC. One of the issues raised in this audit was Personal Alert Trackers for lone working staff. The contract was delayed due to the

Abbots Langley Parish Council
Chief Office & Clerk's Report - Staffing - June 2022

recommendation from the provider to wait for new models to be released and shipped (*Staffing Committee 2 September 2020, min 120*), and then further delayed by the pandemic.

I contacted PeopleSafe (the new name for Skyguard) and they have provided me with updated specs and quotes for the MicroSOS tracker. I have also obtained specs and quotes for a mobile phone based personal alert tracker app which would be suitable for office staff with personal mobile phones. See below for details on these two types of personal alert trackers.

The cost of entering into a three year contract to provide these personal alert trackers to all staff is as follows:

MicroSOS Device including Fall Detection

Works Team (5), Works Manager (1), Community Warden (1), MH Caretaker (1), Facilities Manager (1), Bar Staff (4)

Contract length	Price per device per month	Annual costs for 13 units
3 years	£9.87	£1,539.72

Additional costs:

Automated tracking - £0.70 per month x 7 = £58.80 annual cost

Holster (required with fall detection) - £5 x 13 = £65 (one-time cost)

Peoplesafe App

ALPC Office Staff (4)

For Apple and Android phones. Provides the same SOS function and the ability to share your live location with a designated contact.

Contract length	Price per app per month	Annual costs for 4 units
3 years	£3.50	£168.00

Total Annual Cost

Contract length	Annual costs (17 units)
3 years	£1,766.52

The total cost for this quote is ~ £128.52 more per year than the cost originally approved in 2020, however, it covers 10 additional members of staff. I have asked Peoplesafe for a volume discount to get the cost down to the original budget.

3. Lone Working Policy

In order to introduce personal alert trackers to the workforce, the council must first adopt a policy to describe the Council's overall lone working policy and its approach to reducing the risk of lone working.

NALC publishes a lone working policy template for use by Parish Councils. Based on this template, I have drafted an ALPC lone working policy for consideration. The template has only been modified where necessary to cover ALPC specific working practices.

4. Recruitment Update

The part-time Planning & Highways Administrative Officer position is still vacant. I investigated the option of offering an apprenticeship role but unfortunately participating universities require apprentice roles to have a minimum of 30 hours per week. This role is

Abbots Langley Parish Council
Chief Office & Clerk's Report - Staffing - June 2022

only 15 hours per week. As an alternative, I plan to contact local universities to have them post the part-time role on their noticeboards.

Isabel Montesdeoca
Clerk to the Council
10th June 2022

[https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared documents/alpc meetings/alpc meetings 2022-2023/clerks report/staffing/alpc-clerks-report-staffing-2022-06.docx](https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared%20documents/alpc%20meetings/alpc%20meetings%202022-2023/clerk%20report/staffing/alpc-clerks-report-staffing-2022-06.docx)