

2022-11-23 Personnel_agenda	2
2022-11-23 PER Item 5a draft budget 2023-2024	3
2022-11-23 PER Item 5b draft budget 2023-2024	4
2022-11-23 PER Item 6a Volunteer agreement	6
2022-11-23 PER Item 6b Volunteer agreement	7



# NAILSWORTH TOWN COUNCIL

Civic Centre, Old Market, Nailsworth, Glos. GL6 0DU

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Clerk to Council: Katherine Kearns

You are invited to attend a meeting of the **Personnel Committee** in the Council Chamber on Wednesday 23<sup>rd</sup> November 2022 starting at 2pm.

Please note that in the interests of confidentiality, the public and press are excluded from these meetings.

K Kearns  
Town Clerk  
18<sup>th</sup> November 2022

1. Apologies
2. Verbal Introductions
3. Declarations of Interest and Dispensations
4. To consider job evaluations for the two Customer Services posts (paper available)
5. To consider the Annual Budget for 2023-2024 (paper available)
6. To consider the amended volunteer agreement (paper available)



# Nailsworth Town Council

## Agenda Item 5a

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**Meeting** of Personnel Committee

**Meeting date** Wednesday 23<sup>rd</sup> November 2022

**Subject** To consider the Personnel Committee's Annual Budget for 2023-2024

**Author** Clerk

**Status** Action

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### Summary

Budget proposal for salaries and training for 2023-2024.

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### Detail

The draft budget for salaries and training shows;

- Figures updated to take into account the recent pay award
- Salaries adjusted according to proposed job evaluations. If the job evaluations aren't accepted these figures will be altered.

The current assumption is that the pay award for 2023-24 will be no more than 2%.

These proposals have been included in the total Annual Budget proposal to be discussed by council on Tuesday 22<sup>nd</sup> November.

The Committee is asked to consider the proposed budget and for recommendations to be put to the next council meeting.

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### Options

1. To recommend the Personnel Committee Annual Budget for 2023-2024
  2. To make changes to the proposed budget
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### Recommendation

1. To recommend the Personnel Committee Annual Budget for 2023-2024
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### Costs

As outlined in the attached spreadsheet

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### Funding Source

Annual Budget

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**ANNUAL BUDGET - NAILSWORTH TOWN COUNCIL 2023-2024**

NOTES	Estimated % increase for 2023-2024	BUDGET HEADINGS FOR OFFICE USE	[COLUMN NUMBERS FOR OFFICE USE							Budget		Estimated	
			1	2	4	4a	3	6	7	VARIANCE 2022-23 vs 2023-24		VARIANCE 2022-23 estimated vs 2023-24 budget	% VARIANCE
			ACTUAL 2021-22	BUDGET 2022-23	Actual Net APR-OCT 2022-23	Estimated NOV-MAR 2022-23	Total estimated for 2022-23	<b>2023-24</b>	2024-25				
<b>ANNUAL BUDGET - ESTABLISHMENT</b>													
<b>INCOME</b>													
<b>ANNUAL BUDGET - PERSONNEL COMMITTEE</b>													
<b>EXPENDITURE</b>													
1		1000/1 Salaries	£88,711.70	£95,000.00	£46,997.78	£84,750.00	£131,747.78	£143,300.00	£0.00	£48,300.00	151%	£11,552.22	125%
2		1000/2 Pensions	£30,509.14	£31,700.00	£15,760.39	£13,000.00	£28,760.39	£32,000.00	£0.00	£300.00	101%	£3,239.61	121%
		1000/3 Tax & NI	£24,148.66	£25,100.00	£10,800.00	£9,000.00	£19,800.00	£21,500.00	£40,000.00	<b>-£3,600.00</b>	86%	£1,700.00	116%
3	<b>37%</b>	<b>TOTAL</b>	<b>£143,369.50</b>	<b>£151,800.00</b>	<b>£73,558.17</b>	<b>£106,750.00</b>	<b>£180,308.17</b>	<b>£196,800.00</b>	<b>£40,000.00</b>	<b>£45,000.00</b>	<b>130%</b>	<b>£16,491.83</b>	<b>122%</b>
<b>OTHER</b>													
4		1180 Training for staff & councillors	£1,334.29	£3,000.00	£773.89	£2,226.11	£3,000.00	£3,000.00	£3,500.00		100%		100%
		<b>TOTAL</b>	<b>£1,334.29</b>	<b>£3,000.00</b>	<b>£773.89</b>	<b>£2,226.11</b>	<b>£3,000.00</b>	<b>£3,000.00</b>	<b>£3,500.00</b>		<b>100%</b>		<b>100%</b>
<b>GRAND TOTAL - Personnel</b>			<b>£144,703.79</b>	<b>£154,800.00</b>	<b>£74,332.06</b>	<b>£108,976.11</b>	<b>£183,308.17</b>	<b>£199,800.00</b>	<b>£43,500.00</b>	<b>£45,000.00</b>	<b>129%</b>	<b>£16,491.83</b>	<b>122%</b>

**NOTES**

- 1 Salaries adjusted to include backdated national pay agreement of £1,925 per person for 2022-2023
- 1 Salaries adjusted to include proposed job evaluations from 2022-2023
- 2 Employer pension contributions
- 3 2023-2024 includes forecast pay agreement of 2%
- 4 Includes training for volunteers





# Nailsworth Town Council

## Agenda Item 6

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**Meeting** of Personnel Committee

**Meeting date** Wednesday 23<sup>rd</sup> November 2022

**Subject** To consider the amended volunteer agreement for TIC volunteers

**Author** Clerk

**Status** Action

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### Summary

Amended Volunteer Agreements for the TIC volunteers following input from volunteers.

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### Detail

Volunteer agreements for both TIC and Archive volunteers were discussed at the Personnel Committee meetings on 22<sup>nd</sup> February and 25<sup>th</sup> March 2022. Some amendments were made by the Committee and it was recommended to adopt the TIC and Archives volunteer agreements. Due to staff sickness the recommendation wasn't put forward to the next council meeting.

The Deputy Clerk has since discussed some very minor changes with a key TIC volunteer, which more accurately reflect the level of responsibility and local practices of the TIC. The Personnel Committee is asked to review these amendments and recommend adopting them at the next council meeting (6<sup>th</sup> December 2022).

The next step will be to present the volunteer agreements to TIC volunteers, and then to create a volunteer handbook and an information pack, as good practice and to bring us in line with other organisations, such as GCC Libraries. The information pack would contain information about NTC as a whole, the application process, induction information, training and support offered, types of roles available and an application form.

The volunteer handbook would contain policies relevant to volunteering - Health and Safety, Safeguarding, Equality and Diversity, Social Media guidance, GDPR/Data Protection policy, Deed of Copyright and a Volunteer policy.

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### Options

1. To accept the minor amendments to the TIC Volunteer Agreements
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### Recommendation

1. To accept the minor amendments to the TIC Volunteer Agreements
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**Costs** N/A

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**Funding Source** N/A

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## Nailsworth Town Council Volunteer Agreement Form

### TOWN INFORMATION CENTRE VOLUNTEER

**Name of volunteer:** .....

**Role:** .....

**Start date:** .....

**End date:** .....

Nailsworth Town Council welcomes and appreciates the contribution of volunteers. We hope that you enjoy volunteering with us and feel a full part of our team, providing much needed support to the community of Nailsworth.

This volunteer agreement describes the arrangement between Nailsworth Town Council and you. We will do the best we can to make your volunteer experience enjoyable and rewarding and offer the chance to gain new skills and use existing ones. We provide a welcoming, stimulating, and creative environment in which to volunteer. We aim to be as flexible as possible in order to allow you to fit your volunteering around your own personal commitments and overcome any difficulties you may have in continuing to volunteer.

Nailsworth Town Council expects staff and volunteers to treat each other with respect, regardless of gender, sexual orientation, age, parental or marital status, disability, religion, colour, race, ethnic or national origins, or socio/economic background.

Nailsworth Town Council commits to the following:

- Induction and training – to provide a full induction covering the work of the TIC, your role, and the support and training you need to meet the responsibilities of this role
- Supervision and support – to explain the standards we expect from our services and to encourage and support you to maintain them, to provide a named person who will be available to discuss your volunteering and any successes or problems, to do our best to help to develop your volunteering role with us
- Expenses – with prior approval and authorisation from the Town Council to reimburse any reasonable expenses incurred whilst volunteering
- Health and Safety – to provide a safe workplace. Risk assessments are carried out regularly and health and safety procedures will be explained during your induction. Your well-being is important to us. All volunteers also have a duty of care to report any concerns to us.
- Insurance – to provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by the Town Council.
- Days and times – days and times will be agreed with your named contact. We endeavour to offer opportunities for flexible volunteering.
- Fairness and respectful treatment.
- Recognition and appreciation of your contribution.
- Communication – be clear how we will communicate with you, how we expect you to communicate with the public and how you can communicate with us.
- Data protection – Personal information about our volunteers will be kept securely and will only be accessed by authorised personnel, in accordance with the General Data Protection Regulation (GDPR). All records relating to the management of TIC volunteers will be retained securely for 6 years beyond the end of volunteering and will then be destroyed.



## Nailsworth Town Council Volunteer Agreement Form

- Publicity – Publicity is important to promote volunteering but we will always seek consent before using photographs or quoting volunteers.
- Problems – to try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us in accordance with the Town Council’s policies.

I, as a volunteer agree to:

- Always do the job to the best of my ability and ask for help if needed
- Support the Town Council’s aims and visions, recognising that I represent the Town Council in my volunteer role
- Be aware of and act in accordance with the Town Council’s policies
- Keep myself informed through the Town Council’s communications, act as the Town Council expects in the way I communicate with the public, and in the way I communicate with the Town Council
- Treat colleagues and visitors to the Town Council facilities, fairly and with respect regardless of gender, sexual orientation, age, parental or marital status, disability, religion, colour, race, ethnic or national origins, or socio/economic background
- Be committed, doing my best to come in as arranged and giving reasonable notice if I am unavailable **and arrange cover**
- Be flexible
- Take part in induction and training
- Keep my named contact informed of any problems encountered. (The Town Council encourages you to ask questions if you are unsure of any tasks or inform your named contact if things are not as you expected)
- Agree to a DBS check **[the word Police has been removed]**
- Not breach the data protection or privacy of other volunteers, the public and the Town Council
- Keep my named contact informed of any issues which affect my role as a volunteer
- Moderate my language and not use profanity
- Wear appropriate clothing and protective equipment as directed
- Abide by the Town Council’s covid and no smoking rules

I am happy for images of myself to be used by the Town Council for publicity purposes - Y/N

*Please remember that you are representing the Town Council at all times. Volunteers unable to stay within this agreement, will not be asked to participate again. This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created now or at any time in the future.*

**Signature of Volunteer:** ..... **Dated:** .....

**Signature of named contact:** ..... **Dated:** .....

*(Representing Nailsworth Town Council)*