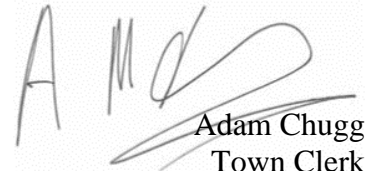




Seaford Town Council

To the Members of the Personnel Committee

A Meeting of the **Personnel Committee** will be held electronically via Zoom* on **Thursday 25th February 2021** at **7.00pm**, which you are summoned to attend.


Adam Chugg
Town Clerk
19th February 2021

***see overleaf for important information to join virtual meeting and accessing password**

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. 2021 Annual Inflationary Salary Increases

To consider report 132/20 providing the Committee with an update on the 2021 Annual Inflationary Salary Increases (pages 3 to 4).

4. Exclusion of the Press & Public

The Chair will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the remainder of the meeting, as the following items on the agenda concern confidential employment details.

5. General Personnel Update EXEMPT

To consider report 133/20 providing the Committee with an update on the Human Resources activities of the Council (exempt pages).

6. Furlough Update EXEMPT

To consider report 134/20 providing the Committee with an update on the Town Council's use of the Government's Furlough Scheme (exempt pages).

7. 2020 Appraisal Scheme Update EXEMPT

To consider report 135/20 providing the Committee with an update on the Town Council's Appraisal Scheme and Policy (exempt pages).

8. Working From Home Allowance EXEMPT

To consider report 137/20 providing the Committee with details surrounding the Working From Home Allowance options for employees (exempt pages).

9. Contractual Hours of Work – Executive Support Officer EXEMPT

To consider report 139/20 providing the Committee with an update on the Executive Support Officer’s contractual hours of work (exempt pages).

10. Probationary Period Process – Town Clerk EXEMPT

To consider report 136/20 updating the Committee on the Town Clerk’s probationary period review process (exempt pages).

For further information about items appearing on this Agenda please contact:

Adam Chugg, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: adam.chugg@seafordtowncouncil.gov.uk

Telephone: 01323 894 870 (*please note that due to working from home, this phone line is not currently manned, so please leave a voice message and this will be picked up and forwarded to the relevant member of staff to deal with*)

Circulation: All Councillors, Young Mayor, Deputy Young Mayor and registered email recipients.

Zoom Meetings

In line with the Coronavirus Act 2020 and subsequent regulations governing local authorities meetings, the Council will be holding this meeting via the online video conference facility, Zoom.

To join the Zoom meeting follow this link:

<https://zoom.us/j/91890025953?pwd=VnF2c3phaE5hSjFnYlNWemNxbmtWdz09>

Meeting ID: 918 9002 5953

Password: (to ensure online security it is recommended that meeting passwords are not publicised and are given directly to those intending to attend the meeting. Please therefore email admin@seafordtowncouncil.gov.uk for the password at least 24 hours before the scheduled meeting date)

Telephone number to join by audio only: 0203 481 5240 (you will be prompted to enter the meeting ID and password before joining the meeting)

Zoom Joining Instructions and Guidance on Attending and Taking Part in Zoom meetings are available to download from <https://www.seafordtowncouncil.gov.uk/council-meetings/>



Seaford Town Council

Report 132/20

Agenda Item No:	3
Committee:	Personnel
Date:	25th February 2021
Title:	2021 Annual Inflationary Salary Increase
By:	Georgia Raeburn, Executive Support Officer (ESO)
Purpose of Report:	To provide the Committee with an update on the 2021 Annual Inflationary Salary Increases

Recommendations

The Committee is recommended:

- 1. To note the contents within the report.**
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1. Information

- 1.1** At the time of writing the report, Officers are still awaiting an announcement by Government on any inflationary increase (sometimes called a ‘cost of living increase’) being offered on salaries, which would usually take effect annually on 1st April.
- 1.2** Members may remember that the 2020 inflationary increases were delayed, not being announced until September 2020 and then back pay being owed to employees as despite the delayed announcement, the increase still took effect from 1st April.
- 1.3** In November 2020, the Chancellor of Exchequer made mention during his spending review of a pay freeze for certain public sector workers. At the time of writing this report, further details of this are yet to be announced, although the Chancellor did state that while he cannot justify a significant, across-the-board pay rise, he wants to protect NHS staff and those on lower wages (the figure ‘lower’ thought to be under £24,000 per annum but this is not yet confirmed).
- 1.4** The 2021/22 budget approved by Full Council in January includes a 2% inflationary increase for all staff. Until further details have been announced by Government, it is impossible to predict what increase will be given, who will be eligible (if not all staff) and how the financial implication of any increases measure against the budget.
- 1.5** Once an announcement is made, Officers will update the Chairs of Personnel and Finance & General Purposes accordingly and report back at the next available Committee meeting.

2. Financial Appraisal

There are no direct financial implications as a result of this report.

3. Contact Officer

The Contact Officer for this report is Georgia Raeburn, Executive Support Officer.

Executive Support Officer



Town Clerk

