

7. Issues Likely to Affect Personnel Budget 2004/5

Cllr Whelan proposed and Cllr Maggie Lee seconded that the Personnel Committee budget for 2004/5 be recommended to the Finance Committee, and that the Town Clerk brief Full Council on the changes.

8. Correspondence

There were no urgent items of correspondence

9. Matters of Report

There no urgent Personnel issues to report.

10. Closure

The meeting was closed 10.10 p.m.

Staff Training Programme 2003/4

Training issues identified for which course places have been booked:-

The Role of the Company Secretary – Town Clerk

The Town Clerk will, upon transfer of the Town Hall Arts Centre, become the Company Secretary of the Company that operates the Arts Centre Bar and Bistro on behalf of the Charity.

Training issues identified and not yet addressed include:-

Team Building – joint with Arts Centre staff – All Town Council staff

This has been identified as a need by both organisations

Fire Safety & Risk Assessment – Arts & Leisure Manager

The Arts & Leisure Manager is responsible for preparing the risk assessment at Town Council events

Windows-based Coware – Assistant to Town Clerk & Town Clerk

Support for the current software expires in 2004, and the Council must upgrade by the end of the current financial year

Basic Health & Safety – Temporary Events Assistant

If course is available during period of contract

Staff Training Programme 2004/5

The following training issues have been positively identified

Databox – Town Clerk, Arts & Leisure Manager, Assistant to Town Clerk

Databox is the ticketing software at the Arts Centre, which provides management and financial information

Street Arts – Arts & Leisure Manager

This is a series of lectures and workshop during the “Streets of Brighton” Festival

Developments in Digital Media – Digital Multi-Media Project Worker

Likely to form part of the Bradford Young Filmmakers Festival

Basic Health & Safety – Temporary Events Assistant(s)

If course is available during period of contract

Issues Likely to Affect Personnel Budget 2004/5

1. Annual Pay Award

Payable from 1st April. Based on National Award to Local Government employees. Public negotiations not commenced as yet. Assume 3%

2. Review of Grades Post-Arts Centre Transfer

The grades of Town Council employees will need to be reviewed after, or as part of the Arts Centre transfer. Arts Centre staff grades have recently been the subject of Job Evaluation, and there is likely to be a need to regrade some Town Council posts to ensure parity. Assume 2.5%.

3. Change of St Edmundsbury Borough Council Payline Pre or Post-Arts Centre Transfer

St Edmundsbury Borough Council are reviewing their payline, and may well revise it to suit the employment conditions within the Borough area. This is likely to result in some upward drift of salaries. Although the Arts Centre staff changes are likely to be reflected in the overall Grant, the Town Council may wish to similarly review its payline. Assume 2-3%

4. Change of Town Council Employment Climate Post 1st May 2003

There is no doubt the public attacks, and series of unproven complaints made against staff by certain Town Councillors, have affected the Town Council's employees, and the unionised workforce that they have become as a result means that some duties, previously given voluntarily, may have to be covered by the use of additional employees or overtime. Assume 2% minimum.

Current Budget

Staff Salaries	£46,954
PAYE & NI	£19,886
Pensions	<u>£11,776</u>
TOTAL	£78,616

Expenses	£1,650
Training	£1,250
Protective Clothing	<u>£ 290</u>
TOTAL	£3,190