

Central Swindon North Leisure & Libraries Trust

Parish Council Grant Request 2019-2022

Rationale

Across the UK, patterns of Library usage have been changing. The role in future that Libraries play is subject to debate at national level but by virtue of the Parish Councils recent adoption of community libraries from the Unitary Authority, locally it is recognised that the assistance libraries play to communities which hold social challenges, like Central Swindon North is imperative.

Recent reports (the independent Library Report for England of 2014, the DCMS Libraries Ambitions publication of 2016 and others) have highlighted common themes regarding the future role and relevance of Libraries in supporting literacy and learning, promoting digital inclusion, supporting community health and wellbeing, and as important venues for social interaction in communities, including issues around Social Isolation.

Due to the social challenges within North Swindon as earlier highlighted, the work of Libraries within the Parish are important; not least as is estimated that overall 11 million people in the UK lack digital skills or online access. There is overwhelming evidence that this affects the poorest amongst our community like yours the hardest. In turn those individuals lose out in terms of employment, education, social inclusion and access to public services.

A significant proportion of the Parish (23% according to recent SBC Library Statistics) do not have an internet connection at home. This could be because they cannot afford it, have previously had the internet but fallen behind on payments or do not understand how to install a system. Similarly, libraries offer word-processing for CV's, printing and photocopying and a space to help promote job seeking and the completion of Universal Credit DWP forms.

Lifestyle and the 'nice to have's' can be unobtainable for some people; In addition to online services during times of economic difficulties, libraries are also a way of saving money by allowing residents to take out DVDs/Games cheaper, read books/newspapers, read e-magazine without a home subscription and access community space.

Futureproofing Parish Libraries

The Library Trust Mission Statement:

"To provide free, at the point of transaction, the use of IT and literature through services tailored to Central Swindon North Residents. We will work exclusively for the advancement of education and attainment for residents of the Parish in a dignified way."

We promise to:

Understand, anticipate and support the information needs of the Parish.

Be up to date on trends. Collect materials and enhance services and systems to make quality information readily available and accessible.

Provide advocacy, expert advice and teaching in discovering and exploiting information sources. If we don't have it, we'll find someone who can.

Deliver a safe learning environment conducive to quiet concentration or collective working for residents of all ages.

Libraries have faced unprecedented financial pressures over the last 5 years, Swindon has been one of the hardest hit authorities in the country. The responsibility of managing Parish libraries is complex and long term. We believe a dedicated Library Trust to be the best vehicle to deliver both resource and tax savings to the Parish Council whilst offering no compromise on the quality of service provision offered to residents.

Central Swindon North Leisure & Library Trust recognise the bespoke challenges facing residents are Central North Swindon and we believe we have the financial an resource model to meet this demand.

The Trust is committed to enabling community-led provision within our 3 co-located community buildings. This will include working with third party tenants such as the Parish Council and the Even Swindon Community Centre Charity.

The Trust will also provide Professional guidance and support to new and existing volunteer groups who wish to become established.

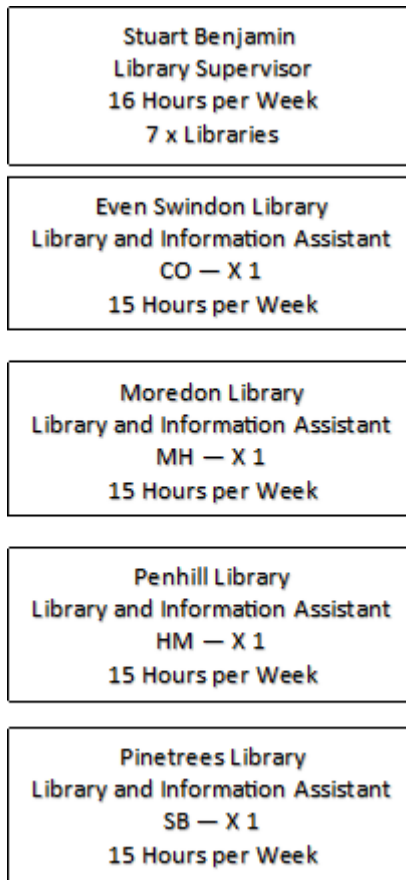
Delivery Model

The Trust delivery model proposed for the Parish delivered Library services has been informed by the information gleaned from SBC statistics up to October 2018 and consultation with Central Swindon North Parish Council on what they wish to see from a community library.

In developing our model we believe the Trust has sought to ensure a wide service reach and accessibility to harder to target areas of the Parish, community need and affordability. We believe our model to be a more cost effective way of delivering a service than one directly managed by the Parish Council

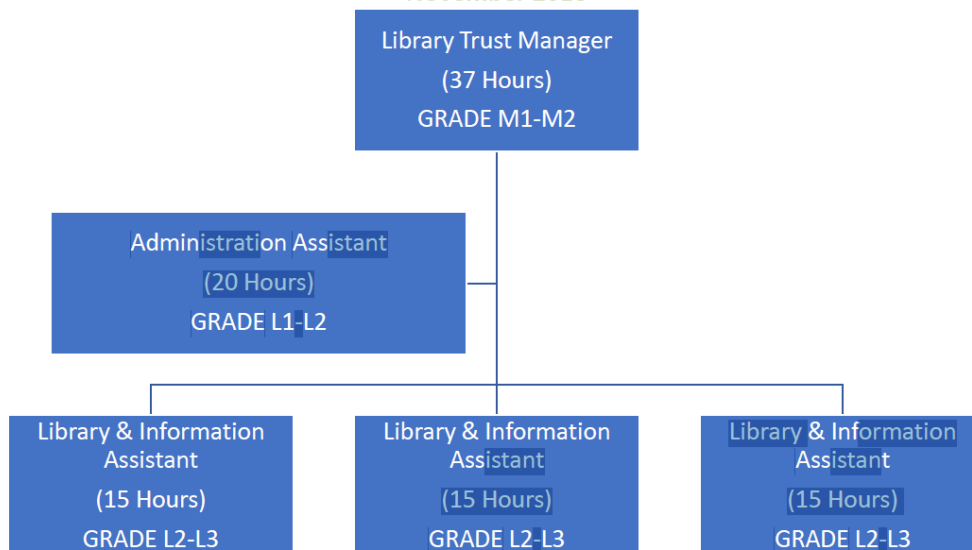
Staffing:

Current SBC Commissioned Model:



Proposed Staffing Model:

Central Swindon North Leisure & Libraries Trust.
Proposed Organisational Structure.
November 2018



We believe the revised model provides suitable operational support and allows the functions and governance of the charity to be managed accordingly. The Library Trust Manager would be employed to manage all functions of the Leisure & Library Trust with a view to acting as the lead officer in all functions. The Library Manager would also be expected to provide 15 hours of front-line support in tandem to their core function.

The Library Trust Manager would be appointed with experience in Charity Law and be educated to degree level or above.

Further detail on the Trust staffing pay policy and key to the grades above can be found in the attached Trust pay policy.

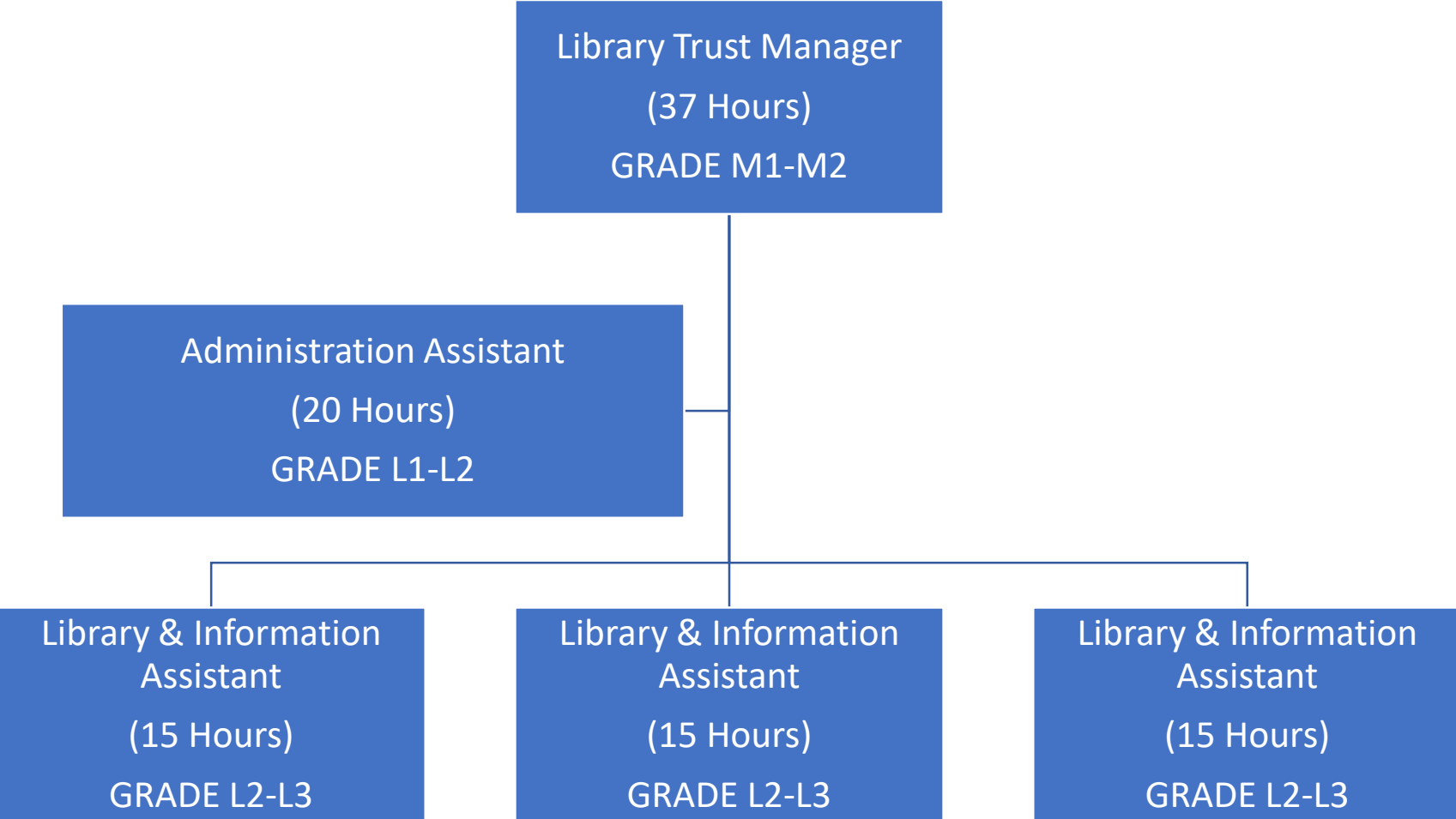
Detailed Grant Request:

Overall the annual grant request to Central Swindon North Parish Council we believe to be as follows:

Grant Application Summary		
Funding Request:	Penhill Library, Pinetrees Library, Even Swindon Library, Moredon RC Library	
Funding Date Period(s):	Start: 01/04/2019	Finish: 31/03/2021
Purpose of Request:	Parish Library Core Funding Request	
	Annual Cost	Total Cost
Library & Trust Manager £30,500 x1	30,500	91,500
Library Assistant £8,513 x3	25,539	76,617
Admin Assistant £9,729 x1	9,729	29,187
Ers Pension @10%	6,826	20,478
Ers NI @ 13.8%	8,192	24,576
Annual Leave/Contingency Cover	28,333	84,999
Utilities inc Wifi/Broadband contr.	11,500	34,500
Book Stock	18,500	55,500
E-Subscriptions	500	1,500
Rental	4,505	13,515
TOTAL	144,124	432,372

**Central Swindon North Leisure & Libraries Trust.
Proposed Organisational Structure.**

November 2018



CENTRAL SWINDON NORTH LEISURE & LIBRARY TRUST PAY POLICY STATEMENT 2019/20

1. Scope of this Pay Policy Statement 2018/19

- 1.1 Included in this Pay Policy Statement 2018/19 (“this Statement”) are the Trusts pay and reward policies for 2018/2019 that are designed: -
- to enable the Trust, as an employer, to retain competitiveness in the market place, and
 - to maintain affordability of employment costs in relation to the grant request to funding bodies such as Central Swindon North Parish Council (CSNPC).
- 1.2 The policies referred to in this Statement are relevant to Trust employees generally; however the scope of this Statement does not include the pay policies relating to employees of the Parish Council who are covered by NJC Terms and Conditions of Employment in England and Wales.
- 1.3 The CSNLLT Board of Trustees determines the Terms and Conditions of Employment for all staff within the scope of this Statement, including the application of any discretion of which Pension Scheme to adopt and the terms of employment. It will also act as the “Remuneration Committee”. The Library Trust Manager has delegated powers to implement actions that affect Terms and Conditions of Employment that have first been agreed through the Board of Trustees.

2. Definitions

- 2.1 For the purposes of this Statement Lead Employee will correspond to the Library Trust Manager.
- 2.2 The Trust applies pay awards as and when agreed by the Board of Trustees in a legal and equitable way.
- 2.3 The Trust are committed to providing all staff with a minimum ‘living wage’ as determined using recognised indices.
- 2.4 Staff who TUPE to the Trust will have their existing terms and conditions honoured, unless at a time the employee may wish to harmonise their conditions to that of the Trust and this is then agreed by the Board of Trustees.

3. Pay Determination

- 3.1 Pay levels for all employees:
- Outlined in the pay scale table contained within this document which provides a pay scale system used in similar job settings in comparable library settings.
- 3.2 Appointment
The point at which an individual will be appointed to within the pay grade will normally be the minimum of the scale. However, appointment may be at a higher point within the scale where approved by the Board of Trustees. This could be in the case of where a potential employee is suitably qualified and/or has previous beneficial experience.

3.3 Progression within a Pay Grade

Each pay grade contains a number of pay points called “Spinal Column Points” (SCPs). Employees are eligible to receive an annual increase within their pay grade until they reach the top. Once the employee reaches the maximum Spinal Column Point (SCP) of the pay grade for the role there is no further increase unless a nationally negotiated pay award is given. Increases may be withheld from an individual as a consequence of disciplinary action.

3.4 Progression Schemes

Some posts are subject to a progression scheme that spans more than one pay grade. Movement from one pay grade to another is subject to the employee meeting specific laid down criteria.

3.5 Market Supplement

Market supplements may be agreed when it can be shown that the salary attached to the grade for “hard to fill” posts is significantly lower than those offered elsewhere and that this is having an adverse impact on the ability to recruit and retain staff.

A “hard to fill” post is one where there has been proven recruitment and/or retention difficulties and/or there are known significant national shortages. The value of any market supplement is determined by a comparison of the remuneration for a Trust post against relevant market rates for similar posts and is subject to annual review.

3.6 Payment for Extra Duties (Honoraria)

There will be occasions where, due to the service needs, employees will temporarily be required to undertake additional work or perform the work of a higher pay grade. Payment for these extra duties will normally be based on the difference in pay between their substantive post and that of the role being temporarily undertaken. These payments can only be approved in advance by the Board of Trustees. There is no delegated authority for Honorarium payments.

3.7 Car Benefit

The Trust pays an allowance to employees that are required to drive their own vehicle as below. There are no additional payments for mileage.

Should employees not need to use their vehicle over a period of 3 months or more for inter-site travel then the Car Benefit will cease. This can restart again with the approval of the Board of Trustees in advance.

Pay Grade	Car Benefit Amount
All Grades	£963.00 per annum

3.8 Other Car Allowances

Casual users will be paid 0.45p per mile for vehicle use and 0.20p per mile for bicycle use.

3.9 Other Allowances

The Trust will pay staff an allowance of £12.50 per night for Overnight Callout and a payment of time and a half for hours called out between 23.00-07.00.

3.11 Pay Grades & Pay Grade Progression

The Trust does not operate a performance pay scheme and there are no performance or bonus payments paid to employees or Trustees.

The 2019/20 Pay Grades are listed below:

Pay Grade	Min £	Max £	Increments	Car Benefit
L1	17,419	18,746	4	£963
L2	19,430	21,268	4	£963
L3	21,962	24,174	4	£963
L4	24,964	27,668	4	£963
L5	27,668	30,153	4	£963
M1	30,153	32,486	4	£963
M2	33,437	36,379	4	£963
M3	37,306	40,057	4	£963
M4	40,057	42,899	4	£963
M5	42,899	45,654	4	£963
M6	48,747	51,543	4	£963

5.3 Pay Floor - Lowest Paid

For the purpose of this Statement, employees on L1 are defined as the Trusts lowest-paid employees.

The values of the SCPs in these pay grades are increased by the pay awards notified from time to time by the Board of Trustees. The Board of Trustees commit to paying staff annual CPI rises where possible.

6. Termination of Employment (Severance)

6.1 Scottish Widows Stakeholder Pension Scheme

Membership of the pension scheme is determined by the relevant conditions of service and is subject to the rules of the specific scheme. The Trust operates a Stakeholder Pension Scheme for all employees. The Pensions scheme can sometimes be accessed before normal retirement date for employees who are unable to continue with employment on the grounds of their ill health and who satisfy the conditions for ill-health retirement. The introduction of Auto Enrolment means that new employees to the Trust, who meet certain criteria, automatically join the Stakeholder Pension Scheme.

6.2 Redundancy Payments

Where an employee is made redundant, severance benefits may be payable subject to the conditions and terms of the redundancy. Where a redundancy payment is made, they are calculated on the basis of 1.5 weeks gross pay for every complete year of service up to a maximum of 104 weeks. This calculation applies equally across all pay grades.

6.3 Re-engagement of Former Employees

The Trusts policy is that there is no general restriction on any future re-employment of an employee who has been made redundant. In fact, to adopt policies to the contrary could be subject to challenge under equalities legislation. However, re-employment must be on merit and should be unconnected with the redundancy, except where alternative employment is found and pension and redundancy payments are returned in accordance with the relevant legislation.

7. Fairness in Pay

7.1 The Trust recognises the importance of fairness in pay. Pay and reward policies are applied equally to all employees, except where there are good reasons reflecting genuine factors which apply only to certain employee categories. The following apply:-

- the Board of Trustees is responsible for setting the Terms and Conditions of Employment of all employees within the scope of this Statement, and
- relevant Trade Unions are fully consulted on all employment matters, including pay and reward.

8. Publication of and Access to Information Relating to Pay

8.1 Anonymised salary bandings are published on the Trusts website.

9. Review

9.1 The Trust will continue to review all pay levels to ensure fairness and equity. Any changes will be reflected in an updated pay policy agreed annually at the Annual General Meeting.