



29th October 2024

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on **Monday 4th November 2024** In the **Council Chamber, Shotton Hall, Peterlee, SR8 2PH** at **6.30pm**

Mr I Hall
Town Clerk

Members of the public are very welcome to attend our meetings. We have a limited number of designated public seating in our Council Chamber and so any members of the public wishing to attend to observe the meeting are advised to contact the Council in advance so that we can reserve a seat for you: council@peterlee.gov.uk or (0191) 5862491.

AGENDA

1. **Apologies for Absence**
2. **To receive declarations of interest**
Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk **prior to the meeting** if in doubt. Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>
3. **Public Participation**
Members of the public will have an opportunity to put questions to the Council. This item of business to last no more than 15 minutes, as per Council Standing Orders.
4. **Minutes**
To approve the Minutes of the following meetings:-
 - a. Finance Sub-Committee held on 21st October 2024
 - b. Council held on 21st October 2024
5. **Shotton Hall, Fire Alarm System**
An update will be given at the meeting
6. **Staff Pay Award 2024/25**
To confirm the 2024/25 NJC for Local Government Services ('Green Book') staff pay settlement of an increase of £1,290 on all NJC pay points for all employees up to pay scale point 43, and 2.50% for employees on scp 44 and above. (Copy of Green Book Pay Agreement notification letter, attached)

7. Exclusion of Press and Public

To resolve that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government (Access to Information) Act, Part 1, due to the commercial and personal information contained in the report.

8. Peterlee & Horden Rugby Club: Service Level Agreement for Grounds Maintenance
Report of the Acting Neighbourhood Services Manager (attached)

9. Shotton Hall

To consider an analysis of bids received for Shotton Hall. (Report to follow).
Representatives of Align Chartered Surveyors will be present at the meeting.

10. Staffing Restructure: Context Statement

Report of the Town Clerk (To follow)

PETERLEE TOWN COUNCIL
FINANCE SUB-COMMITTEE
MONDAY 21st OCTOBER 2024

Present:- Councillors R Burnip and S Simpson

F.5/24. DEBIT CARD, DIRECT DEBIT AND FASTER PAYMENTS

Payments made by debit card, direct debit and faster payments for October 2024, which had been previously circulated via email were confirmed and ratified.

RESOLVED: That the payments be confirmed and ratified.

F.6/24 AUTHORISATION OF PAYMENTS BY BACS

Members were provided with the accounts and invoices for October 2024 to be paid by BACS in the sum of £29,534.27. Members checked the documents provided.

RESOLVED: That the accounts presented be paid.

National Joint Council for local government services

Employers' Secretary
Naomi Cooke

Trade Union Secretaries

Mike Short, UNISON
Sharon Wilde, GMB

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Local Government Association
18 Smith Square
London SW1P 3HZ
Tel: 020 7664 3000
info@local.gov.uk

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130 Euston Road
London NW1 2AY
Tel: 0845 3550845
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**To: Chief Executives in England, Wales and N Ireland
(to be shared with Finance Director and HR Director)
Regional Employer Organisations
Members of the National Joint Council**

22 October 2024

Dear Chief Executive,

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024

Employers are encouraged to implement this pay award as swiftly as possible.

Agreement has been reached on rates of pay applicable from **1 April 2024** (covering the period 1 April 2024 to 31 March 2025). The new pay rates, each increased by £1,290 per annum, are attached at **Annex 1**.

All locally determined pay points above the maximum of the pay spine but graded below deputy chief officer, should be increased by 2.50 per cent, in accordance with Green Book Part 2 Para 5.4¹.

The new rates for allowances, uprated by 2.50 per cent, are set out at **Annex 2**.

Joint work

It has been agreed that there will be joint discussions on how the NJC can capture gender, ethnicity and disability pay gap information that will be of most benefit to the sector.

Backpay for employees who have left employment since 1 April 2024

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2024 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly.

¹ The Green Book Part 2 Para 5.4 provides that posts paid above the maximum of the pay spine but graded below deputy chief officer are within scope of the NJC. The pay levels for such posts are determined locally, but once fixed are increased in line with agreements reached by the NJC.

Further detail is provided in [section 15 of the HR guide](#) and the [Backdated Pay Award FAQs](#), which are available on the [employer resources section](#) of www.lgpsregs.org.

Yours faithfully,

*Naomi
Cooke*

Naomi Cooke



Mike Short



Sharon Wilde

SCP	01-Apr-23		01-Apr-24	
	per annum	per hour	per annum	per hour
1	<i>Deleted wef 01 Apr 23</i>			
2	£22,366	£11.59	£23,656	£12.26
3	£22,737	£11.79	£24,027	£12.45
4	£23,114	£11.98	£24,404	£12.65
5	£23,500	£12.18	£24,790	£12.85
6	£23,893	£12.38	£25,183	£13.05
7	£24,294	£12.59	£25,584	£13.26
8	£24,702	£12.80	£25,992	£13.47
9	£25,119	£13.02	£26,409	£13.69
10	£25,545	£13.24	£26,835	£13.91
11	£25,979	£13.47	£27,269	£14.13
12	£26,421	£13.69	£27,711	£14.36
13	£26,873	£13.93	£28,163	£14.60
14	£27,334	£14.17	£28,624	£14.84
15	£27,803	£14.41	£29,093	£15.08
16	£28,282	£14.66	£29,572	£15.33
17	£28,770	£14.91	£30,060	£15.58
18	£29,269	£15.17	£30,559	£15.84
19	£29,777	£15.43	£31,067	£16.10
20	£30,296	£15.70	£31,586	£16.37
21	£30,825	£15.98	£32,115	£16.65
22	£31,364	£16.26	£32,654	£16.93
23	£32,076	£16.63	£33,366	£17.29
24	£33,024	£17.12	£34,314	£17.79
25	£33,945	£17.59	£35,235	£18.26
26	£34,834	£18.06	£36,124	£18.72
27	£35,745	£18.53	£37,035	£19.20
28	£36,648	£19.00	£37,938	£19.66
29	£37,336	£19.35	£38,626	£20.02
30	£38,223	£19.81	£39,513	£20.48
31	£39,186	£20.31	£40,476	£20.98
32	£40,221	£20.85	£41,511	£21.52
33	£41,418	£21.47	£42,708	£22.14
34	£42,403	£21.98	£43,693	£22.65
35	£43,421	£22.51	£44,711	£23.17
36	£44,428	£23.03	£45,718	£23.70
37	£45,441	£23.55	£46,731	£24.22
38	£46,464	£24.08	£47,754	£24.75
39	£47,420	£24.58	£48,710	£25.25
40	£48,474	£25.13	£49,764	£25.79
41	£49,498	£25.66	£50,788	£26.32
42	£50,512	£26.18	£51,802	£26.85
43	£51,515	£26.70	£52,805	£27.37

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

1 April 2024
£41.78

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2024
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance

1 April 2024
£1,491

Paragraph 28(14) Laboratory / Workshop Technicians

City and Guilds Science Laboratory Technician's Certificate Allowance:

1 April 2024
£243

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

1 April 2024
£175

Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2024
£1,013

Outer Fringe Area:

1 April 2024
£706

Paragraph 36 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session

1 April 2024
£33.63

FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)

Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2024

£1,013

Outer Fringe Area:

1 April 2024

£706

Item No 8

Report to: Peterlee Town Council

Date of Meeting: 4th November 2024

Subject: **Peterlee & Horden Rugby Club: Service Level Agreement for Grounds Maintenance**

Report of: Acting Neighbourhood Services Manager

Report Purpose: To agree updated charges for the Service Level Agreement for the Town Council to provide grounds maintenance for Peterlee & Horden Rugby Club covering the three-year period from 1st April 2024 to 31st March 2027

Background: The Town Council provides grounds maintenance services for Peterlee & Horden Rugby Club at its ground at Eden Lane under a Service Level Agreement (SLA). Formal approval is required to agree charges for the period April 2024 – March 2027. All other aspects of the SLA remain unchanged.

Detail: Discussions have taken place with representatives of the Rugby Club with regard to the scope of the SLA and charges applied.

The Club are now training during the winter months at East Durham College which will result in a reduction in remedial maintenance required to pitches at the Eden Lane facility.

The Club is pleased with the services provided by the Council and has agreed an increase in charges of £350 each year for the duration of the SLA running from 1st April 2024 to 31st March 2027 as follows, subject to Council approval.

Year	Charge
1 st April 2024 to 31 st March 2025	£2,850
1 st April 2025 to 31 st March 2026	£3,200
1 st April 2026 to 31 st March 2027	£3,550

The proposed SLA is attached at Appendix 2 for consideration.

Recommendation: That the proposed SLA attached at Appendix 2 be approved.

Item No 8

Appendix 1: Implications

Finance	The proposal would increase the charges for services provided by the Council.
Staffing	No direct implications
Risk	No direct implications
Equality and Diversity, Cohesion and Integration	No direct implications
Crime and Disorder	No direct implications
Consultation & Communication	Discussions have taken place with the Rugby Club. No wider consultation required
Procurement	No direct implications.
Legal	No direct implications



Service Level Agreement

For the provision of grounds maintenance services to Peterlee & Horden Rugby Club
by Peterlee Town Council

April 2024 – March 2026

THE GROUNDS

For the purposes of this Service Level Agreement (SLA) 'the grounds' are the two rugby pitches and other grassed areas contained within the leased rugby club land at Eden Lane, Peterlee.

THE SERVICE

Peterlee Town Council (PTC) will:

- Make use its best endeavours to provide a grounds and horticultural maintenance service to P&HRFC in line with the 'Maintenance Specification' (attached as appendix1).
- Keep up to date with good practice in the upkeep and rejuvenation of the rugby pitches and grounds, for instance through the Rugby Football Union (RFU) 'Groundsmen Connected' programme (or equivalent).
- Liaise with the RFU Head Groundsman and/or specialist grounds contractors as required for the delivery of this SLA.
- Consult with P&HRFC when considering any substantial changes to working practices, intervals, or equipment.

Peterlee Town Council shall be relieved of its liability in respect of any failure to provide the Grounds and Horticultural Maintenance Service to the required standard if, and to the extent that, such failure is attributable to any of the following:

- a) A failure by the Peterlee and Horden RFC to observe any of its obligations under this Agreement; or
- b) A Force Majeure event – being an event or sequence of events beyond a party's reasonable control preventing or delaying it from performing its obligations under this Agreement.

CUSTOMER OBLIGATIONS

Peterlee & Horden RFC will:

- Report any problems with the pitches or grounds quickly for action
- Nominate a single point of contact for liaison with the PTC Grounds team
- Co-operate with PTC staff and contractors for reasonable access to the grounds as required

SERVICE CHARGE

The annual service charge for this SLA is as per the table below and shall be invoiced on or shortly after 1st April 2024 and annually thereafter. The service charge must be paid within 28 days of date of invoice. If it is not paid within 28 days of invoice the delivery of this agreement will be suspended until full payment is received. The charge does not include VAT which will be invoiced at the appropriate rate.

Year	Charge
1 st April 2024 to 31 st March 2025	£2,850
1 st April 2025 to 31 st March 2026	£3,200
1 st April 2026 to 31 st March 2027	£3,550

ADDITIONAL ACTIVITY

Any additional activity required by P&HRFC that is not contained within the scope of this SLA will be quoted for on a case-by-case basis on request. Prices will be calculated on a 'time and materials' basis.

AGREEMENT PERIOD

This agreement will be in place for 3 years from 1st April 2024 to 31st March 2026. The agreement can be terminated by mutual consent of both parties and by one party providing the other with no less than six calendar months' notice in writing.

At the expiry of the three-year term of the SLA, or if the SLA is terminated sooner, the Club is obliged to enter into a new SLA with the Town Council or a third-party service provider on terms approved by the Town Council.

PERFORMANCE MONITORING AND INSPECTION

The PTC Neighbourhood Services Manager and Grounds Team Leader will provide overview of the grounds service and will be responsible for monitoring and inspecting the quality of work delivered.

REVIEW MEETINGS

The PTC Neighbourhood Services Manager and Grounds Team Leader will meet with representatives from P&HRFC on a quarterly basis to review the SLA and discuss planned activities for the subsequent 3 months.

RESOLVING ISSUES

In the unlikely event of issues arising, the P&HRFC nominated contact will contact the PTC Grounds Team Leader or Neighbourhood Services Manager with as much detail as possible about the issue and:

Address: Peterlee Town Council Neighbourhood Services, Shotton Hall, Peterlee, SR8 2PH

Email: council@peterlee.gov.uk

Telephone: 0191 586 2491

Normal office hours: 9:00am to 5:00pm, Monday to Thursday and 9:00am to 4:30pm on Fridays,

If the issue is severe or remains unresolved the P&HRFC nominated contact should contact the Council's Chief Officer (details as above).

Signed for Peterlee & Horden Rugby Club:

Print Name:

Position within club:

Date:

Signed for Peterlee Town Council:

Print Name:

Position within club:

Date:

Appendix 1: Maintenance Specification

Activity	Frequency	Gardener Hours (approx. total)	Team Leader Hours (approx. total)	Notes
Cutting/rolling pitches	Up to 50 visits per year depending on weather/ground conditions	2 Hours per visit Approx. 100 hours		These figures are based on time spent on pitches 1 & 2
Aeration using Sisis slitter	2 visits per year	2 Hours per visit Approx 4 hours		This improves drainage and helps promote good root development
Scarify pitches, collect, and remove arisings	This will be done at the end of the season before renovations are carried out.	2 Gardeners 15 Hours each Approx 30 Hours	0.5 Hours for set up of machinery as the depth is determined by ground conditions. E.g., weather, grass coverage, thatch build-up etc.	This is carried out to remove thatch, meadow grass, debris from the playing surface and prepare it for seeding.
Overseeding pitches	This will be carried out as part of the end of season renovations	Approx 2 hours		Overseeding improves grass coverage and disease resistance.
Top-dressing, apply 60 tonnes of sports sand	This will be carried out as part of the end of season renovations	Approx 17 Hours	Total 17 hours	Incorporating sports sand into the root zone improves drainage, Levels out any remaining divots created over the playing season and creates a good seed bed to improve seed germination.
Fertilizer application	This will be carried out as part of the end of season renovations	Approx 2 Hours		Helps with seed germination, strengthens sward, and improves root development.
Chain harrowing	Up to 10 visits per year, depending on weather/ground conditions	2 Hours per visit Approx 20 Hours		This will replace some the divots from the games that have been played, level the playing surface and dress the pitch.
Lifting divots (hand fork)	This will be done when required to lift and replace divots created during play. (approx. 10 visits)	1.5 hours per visit Approx. 15 Hours		This will replace some the divots from the games that have been played
Set and mark out pitches	This will be done just before the start of the season	2 gardeners 6 Hours each Approx 12 Hours	Total 6 Hours	
Dismantle goal posts and inspect for wear and or damage then stored until the start of next season	Once at end of season	2 Gardeners 3 Hours each Approx 6 Hours	Total 3 Hours	Rugby Club
Erect goal posts before the start of the playing season	Once at start of season	2 Gardeners 3 Hours each Approx 6 Hours	Total 3 Hours	Rugby Club puts posts up and takes them down
Overmark pitches	Weekly depending on weather/ground conditions (Approx. 28 visits)	1 Hour per visit Approx. 28 Hours		
Strimming site	Four visits per year	4 Hours		
Grass cutting surrounds	Up to 20 visits per year	1 Hour per visit Approx. 20 Hours		Everything within the fence line.
Use of MUGA floodlit area	Occasionally			