

**Item 7b Resources Committee 16th February 2022****Todmorden Information Centre Staffing Costs**

Prepared January 2022

**Estimates for year 4/2022 to 3/2023**

		<b>Weekly</b>	<b>12 Months</b>
<b>Manager - five days a week</b>			
Hourly rate	£10.50		
Hours per week	28.75	£301.87	
Pension contribution	3.00%	£9.06	
NI contribution rate	15.05%	£45.43	
<b>TOTAL</b>		<b>£356.36</b>	<b>£18,530.72</b>
<b>Casual Staff</b>			
Hourly rate	£9.50		
Apr to Sep (Hours per week)	9.75	£92.62	<b>£2,408.25</b>
Oct to March (Hours per week)	5.75	£54.62	<b>£1,420.25</b>
<b>Holiday Cover - to cover a full year</b>			
20 days plus 8 stat days	28.00		
Hours per day	5.75		
Hourly rate	£9.50		<b>£1,529.50</b>
<b>Additional hours paid at normal rate</b> (Manager's attendance at Trust Meetings)			
Number of meetings	8		
Hours per meeting	2	£168.00	
NI contribution rate	15.05%	£25.28	
Pension contribution	3.00%	£5.04	<b>£198.32</b>
<b>Contingency allowance for sickness and training</b>			
Days sick leave	10		<b>£712.60</b>
Training days	5		<b>£356.30</b>
<b><u>TOTAL FULL YEAR</u></b>			<b><u>£25,155.94</u></b>

**Volunteer time - nominal calculations**

		Hours
Volunteer time	6 Hours per week	312
Treasurer	5 Hours per week	260
Trustees/Committee Members	13 x 8 meetings x 2 hrs	208
Trustee/Staff liason	5 Hours per week	260
<b>TOTAL Volunteer hours per year</b>		<b>1,040</b>