

ITEM 7C - RESOURCES COMMITTEE 24TH FEB 2021
Todmorden Information Centre Staffing Costs

Prepared January 2021

Estimates for year 4/2021 to 3/2022

Weekly 12 Months

Manager - five days a week

Hourly rate	£10.00		
hours per week	29.00	£290.00	
Pension contribution	3.00%	£8.70	
NI contribution rate	13.80%	£40.02	
TOTAL		£338.72	£17,613.44

Casual Staff

Hourly rate	£8.91		
Apr to Sep (Hours per week)	9.50	£84.64	£2,200.64
Oct to March (Hours per week)	5.75	£51.23	£1,331.98

Holiday Cover - to cover a full year

20 days plus 8 stat days	28.00 Days		
hours per day	5.75		
hourly rate	£8.91		£1,434.51

Additional hours paid at normal rate

(Manager's attendance at Trust Meetings)

Number of meetings	8		
Hours per meeting	2	£160.00	
NI contribution rate	13.80%	£22.08	
Pension contribution	3.00%	£4.80	£186.88

Contingency allowance for sickness and training

Days sick leave	10		£512.32
Training days	5		£256.16

TOTAL FULL YEAR

£23,535.93

Volunteer time - nominal calculations

		Hours
Volunteer time	10 Hours per week	520
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
TOTAL Volunteer hours per year		1,248