

# Knutsford Town Council

**Town Clerk: Adam Keppel-Green**

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929      www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



7<sup>th</sup> January 2019

To: **The Members of the Knutsford Town Council Personnel Committee**

Dear Councillor,

You are summoned to attend the meeting of the Knutsford Town Council Personnel Committee to be held at 16:30 on Wednesday 16<sup>th</sup> January 2019 in the Moor Room of the Town Council Offices.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A Keppel-Green'.

**Adam Keppel-Green**

Town Clerk

## Agenda

- 1 To receive apologies for absence
- 2 To note declarations of members' interests
- 3 To receive and confirm the minutes of the meeting held 21<sup>st</sup> November 2018 **(attached)**
- 4 To consider the committee budget and spending to date **(attached)**
- 5 To note the employee appraisals for the Town Clerk and Deputy Town Clerk have been undertaken
- 6 To review the grading of the Town Clerk and Deputy Town Clerk roles **(attached)**
- 7 To consider approving the Town Clerk's attendance at the SLCC *Attracting, Recruiting & Managing Volunteers* course (£145) and to ratify the Deputy Town Clerk's attendance at the SLCC Practitioners' Conference
- 8 To consider the approval of carryover of holiday entitlement to the 2019/20 leave year
- 9 To discuss personnel matters
- 10 To note the date of the next meeting (13/03/2019)

*Due to the nature of the business transacted by the Personnel Committee it may be necessary to discuss some items following a resolution to exclude the public and press.*

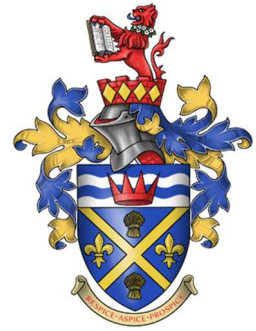
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## Minutes

*of the*

### Personnel Committee Meeting held on 21<sup>st</sup> November 2018

in the Moor Room of the Town Council Offices

**P18/050 Present**

Cllrs Goodrich, Mrs Gray, Coan, Forbes and Nicholson.

In attendance: A Keppel-Green (*Town Clerk*)

**P18/051 To receive apologies for absence**

Apologies were received from Cllr Malloy (business).

**P18/052 To note declarations of members' interests**

No member declared an interest in any item under discussion.

**P18/053 To receive and confirm the minutes of the meeting held 30<sup>th</sup> October 2018**

It was **RESOLVED** to confirm the minutes subject to the correction of a typo in P18/046.

**P18/054 To review the grading of the Town Clerk and Deputy Town Clerk roles**

It was **RESOLVED** to exclude the public and press on the grounds of the sensitive nature of discussions. The Town Clerk left the meeting.

It was **RESOLVED** that the Town Clerk seeks market data for both the Deputy Town Clerk and Town Clerk roles by contacting various market towns of a similar size and complexity to enable the committee to agree at the next meeting.

It was **RESOLVED** to readmit the public and press.

The Town Clerk joined the meeting.

**P18/055 To note the date of the next meeting**

The date was noted.

## Detailed Income &amp; Expenditure by Budget Heading 08/01/2019

Month No: 10

## Council Detail Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Personnel</b>						
<b>600 HR Budget</b>						
4000 Salaries and wages	75,978	99,500	23,522		23,522	76.4%
4005 Tax and NI	16,432	25,800	9,368		9,368	63.7%
4010 Pension Contribution	29,016	36,450	7,435		7,435	79.6%
4020 Employee Travel Cost / Mileage	343	300	(43)		(43)	114.4%
4021 Employee Subsistence / Costs	96	275	179		179	35.0%
4027 Human Resources Costs	2,272	2,200	(72)		(72)	103.3%
4029 Payroll Fees	(10)	620	630		630	(1.6%)
4176 Clothing/PPE	65	0	(65)		(65)	0.0%
HR Budget :- Indirect Expenditure	<b>124,192</b>	<b>165,145</b>	<b>40,953</b>	<b>0</b>	<b>40,953</b>	<b>75.2%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(124,192)</b>					
<b>605 Training and Development</b>						
4025 Employee Training	865	2,300	1,435	145	1,290	43.9%
4028 Personal Development	3,077	3,350	273	279	(6)	100.2%
4035 Member Training	245	500	255		255	49.0%
Training and Development :- Indirect Expenditure	<b>4,187</b>	<b>6,150</b>	<b>1,963</b>	<b>424</b>	<b>1,539</b>	<b>75.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(4,187)</b>					
Personnel :- Income	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
Expenditure	<b>128,378</b>	<b>171,295</b>	<b>42,917</b>	<b>424</b>	<b>42,493</b>	<b>75.2%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(128,378)</b>					
Grand Totals:- Income	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
Expenditure	<b>128,378</b>	<b>171,295</b>	<b>42,917</b>	<b>424</b>	<b>42,493</b>	<b>75.2%</b>
<b>Net Income over Expenditure</b>	<b>(128,378)</b>	<b>(171,295)</b>	<b>(42,917)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(128,378)</b>					

# Report to: Personnel Committee

Report Ref: P1807  
Meeting Date: 16<sup>th</sup> January 2019  
Agenda Item:  
Prepared By: Town Clerk



Subject: Town Clerk and Deputy Town Clerk Job Evaluation

## 1.0 BACKGROUND

The existing Town Clerk and Deputy Town Clerk roles were established and graded in 2014 with input from the Cheshire Association of Local Councils (ChALC).

Since 2014 there has been a significant degree of change at the town council:

- The council's budget expenditure has increased 50% from £405,000 to £615,000
- The council's staffing is set to have doubled from 3.2 to 6.4
- The council will be taking on responsibility for the council offices and grounds, cemetery and cemetery chapel and additional commercial letting spaces
- The council has expanded its town centre management functions, increased the scale and range of events, introduced a town ranger service and generally increased its activity

The Town Clerk therefore considered it was an appropriate time for the grading of posts to be reviewed.

The National Association of Local Councils and Society of Local Council Clerks produced a national agreement in 2004 which defined a series of job profiles to enable councils to determine the appropriate salary gradings for roles. The national agreement comprises four scales each comprising below substantive, substantive and above substantive salary bandings.

<b>LC3</b>						<i>LC3 is the third scale and corresponds to 'profile three'.</i>
	<b>(39-42)</b>		<b>(43-47)</b>		<b>(48-51)</b>	
39	£35,229	43	£39,002	48	£43,757	
40	£36,153	44	£39,961	49	£44,697	
41	£37,107	45	£40,858	50	£45,816	
42	£38,052	46	£41,846	51	£46,957	
		47	£42,806			

*It sets a series of Spinal Column Points for the three bands. Jobs are graded to a range of SCPs. The salary attributable to each SCP is set nationally.*

## 2.0 GRADING REVIEW

The Town Clerk contacted ChALC to request they review the current gradings for the Town Clerk and Deputy Town Clerk roles. The report from the Chief Officer, Jackie Weaver, is provided in appendix B. The review was undertaken in accordance with the nationally agreed process from the National Association of Local Councils and Society of Local Council Clerks.

	<b>Town Clerk</b>	<b>Deputy Town Clerk</b>
<b>Current Grading</b>	LC3 Below (39-42)	LC2 Below (26-29)
<b>Current<sup>1</sup> SCP Salary Range</b>	£35,934 to £38,813	£24,799 to £26,999
<b>Current SCP</b>	42	29
<b>Recommended Grading</b>	LC3 Above (48-51)	LC2 Substantive (30-34)
<b>Recommended SCP Salary Range</b>	£44,632 to £47,896	£27,905 to £31,371

## 3.0 MARKET DATA

The committee requested that the Town Clerk seek market data from market towns of a similar size and complexity. Data for 15 councils was received. This is provided in appendix A.

## 4.0 FINANCIAL IMPLICATIONS

The annual financial implication of transferring the Town Clerk and Deputy Town Clerk to the recommended scales from 1<sup>st</sup> April 2019 is £8,989.

## 5.0 DECISION REQUIRED

The committee should consider the salary grading outlined by the Cheshire Association of Local Councils and the market data.

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<sup>1</sup> April 1<sup>st</sup> 2019

## APPENDIX A: MARKET DATA

Quality	Gold	Quality	Foundation	No	No	No
<b>Population</b>	13,191	11,775	17,976	13,595	30,259	17,424
<b>Budget</b>	615,000	381,414	718,231	446,390	431,315	1,075,276
<b>Town Clerk SCP</b>	39-42	43-47	39-51	51	42	47
<b>'Deputy' Role</b>	Deputy	Assistant	Assistant	Deputy	Not specified	Facilities Manager
<b>'Deputy' SCP</b>	26-29	30-34	26-38	37	21	46
<b>Total Staff</b>	10	18	11	9	7	16
<b>Key Services</b>	<ul style="list-style-type: none"> <li>• Market Hall</li> <li>• Council Offices</li> <li>• Cemetery and Chapel</li> <li>• 2 Allotment Sites</li> <li>• 2 Public Toilets</li> <li>• 4 Commercial lets</li> <li>• Town Ranger Service</li> <li>• Town Centre Management</li> <li>• Events</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor Market</li> <li>• Civic Hall</li> <li>• Public Toilets</li> <li>• 4 Allotment Sites</li> <li>• Alsager Institute</li> <li>• Christmas Events</li> </ul>	<ul style="list-style-type: none"> <li>• Town Hall</li> <li>• Market Hall</li> <li>• Outdoor Market</li> <li>• 4 commercial lets</li> <li>• Public Toilets</li> <li>• Car Park</li> </ul>	<ul style="list-style-type: none"> <li>• Cemetery</li> <li>• Council Offices and Hall</li> <li>• 2 Allotments</li> <li>• Public toilet</li> <li>• Events</li> </ul>	<ul style="list-style-type: none"> <li>• Allotments</li> <li>• Rec ground</li> <li>• Christmas Lights</li> <li>• Guildhall Bookings</li> <li>• Grounds maintenance</li> <li>• School Milk</li> </ul>	<ul style="list-style-type: none"> <li>• Civic Hall and Office</li> <li>• Market hall inc toilet</li> <li>• Commercial Building</li> <li>• 2 storage buildings</li> <li>• 4 Allotment Sites</li> <li>• Activities at Hall</li> <li>• Tourist Information</li> <li>• Outdoor Market</li> <li>• Xmas lights and events</li> </ul>

<b>Quality</b>	No	No	No	No	No	No
<b>Population</b>	11,561	15,900	12,819	14,181	9,290	10,500
<b>Budget</b>	972,000	740,000	561,701	680,000	449,556	500,000
<b>Town Clerk SCP</b>	55	48-51	43-46	43-51	43-51	52-54
<b>'Deputy' Role</b>	4 Managers	Deputy	Finance Officer (RFO)	Deputy		RFO
<b>'Deputy' SCP</b>	34 or 36	33-36	31-34	32-40		35-38
<b>Total Staff</b>	20	17	5	20	9	12
<b>Key Services</b>	<ul style="list-style-type: none"> <li>• Events</li> <li>• Town Centre Management</li> <li>• Town Hall</li> <li>• Market</li> <li>• Open Spaces</li> <li>• 2 Playgrounds</li> <li>• Grass Cutting</li> <li>• Neighbourhood Plan</li> <li>• Tourist Information Centre</li> <li>• Parking Control</li> </ul>	<ul style="list-style-type: none"> <li>• Cemetery and Chapel</li> <li>• 7 play areas</li> <li>• Council Offices (leased)</li> <li>• Playing field</li> <li>• Youth Services</li> <li>• Events</li> </ul>	<ul style="list-style-type: none"> <li>• 2 community centres</li> <li>• Park inc</li> <li>• Skatepark</li> <li>• War Memorial</li> <li>• Footpaths</li> <li>• 1 Public Toilet</li> </ul>	<ul style="list-style-type: none"> <li>• Office hub</li> <li>• Cemetery</li> <li>• 3 Allotment Sites</li> <li>• Tourist Info</li> <li>• Recreation Ground</li> <li>• 2 play areas</li> <li>• 20 Open Spaces</li> </ul>	<ul style="list-style-type: none"> <li>• October Fair</li> <li>• Christmas Lights</li> <li>• Woodland</li> <li>• Cemetery</li> <li>• Closed Churchyard</li> <li>• Recreation Ground</li> </ul>	<ul style="list-style-type: none"> <li>• 50 acres land</li> <li>• Community Hall</li> <li>• Rec Ground</li> <li>• Public toilets</li> <li>• 1 Residential property</li> <li>• 1 Commercial property</li> <li>• Fly tipping clearance</li> <li>• Minor verge maintenance.</li> </ul>

<b>Quality</b>	No	Gold	Gold	Gold
<b>Population</b>	14,998	14,000	7,500	31,000
<b>Budget</b>	672,000	817,540	500,000	1,160,000
<b>Town Clerk SCP</b>	52	53-59	39-51	56-60
<b>'Deputy' Role</b>	Deputy and RFO	3 heads of service	None	Assistant
<b>'Deputy' SCP</b>	38	30-38	n/a	35-39
<b>Total Staff</b>	10	14	8	17
<b>Key Services</b>	<ul style="list-style-type: none"> <li>• 2 community halls</li> <li>• 2 sports pavilions</li> <li>• Football pitches, cricket pitch and tennis courts</li> <li>• Council offices</li> <li>• 8 Play Areas</li> <li>• 2 Allotment Sites</li> </ul>	<ul style="list-style-type: none"> <li>• Town Hall</li> <li>• Commercial let</li> <li>• 6 Rec Grounds / Play Areas</li> <li>• Cemetery</li> <li>• 5 open spaces</li> <li>• Footpaths</li> <li>• 6 small (&lt;15 plots) Allotment sites</li> <li>• Events</li> </ul>	<ul style="list-style-type: none"> <li>• Town Hall</li> <li>• 6 open spaces</li> <li>• Cemetery</li> <li>• 1 large Allotment Site</li> <li>• Christmas Lights Switch On</li> <li>• Tourist Information (shared responsibility with County Council)</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Community Halls</li> <li>• 3 Allotment Sites</li> <li>• Cemetery</li> <li>• Open Spaces inc sports pitches</li> <li>• 8 Play Areas</li> <li>• Events</li> </ul>



## **APPENDIX B: ChALC REPORT**

### **Knutsford Parish Council Job Evaluations 24<sup>th</sup> October 2018**

#### **Introduction**

I have been asked by the Town Council to provide an evaluation for both the post of Clerk and Deputy Clerk based upon the information provided.

#### **Town Clerk - Job Description**

The following information was provided:

- Annual Budget - £645k
- Number of staff – 4-5
- Number of Meetings - Council (7), Assets (8), Personnel (6) and Finance (7)
- Specific areas of management:

60 King St (commercial property)

3 x commercial office lettings

Council Offices

Cemetery

Market Hall

Public Toilets

Cemetery Chapel

Two small open spaces

Two allotment sites

- Responsible Financial Officer
- Overall responsibility for Data Protection, Health and Safety, HR/legal compliance.
- Overall responsibility for delivery of all services.
- Policy and strategy development.
- Dealing with complaints.

#### **Qualifications held:**

CiLCA

CertHE Community Governance: Local Council Management

## Evaluation

The following evaluation is based upon the NALC/SLCC Local Councils Clerks Job Profiles. The relevant profile is 'Profile 3'

The table below sets out the criteria for Profile 3 and measures Knutsford Town Council against that criteria. The options are the criteria is not met (points below); the criteria is met (substantive point) or the criteria is exceeded (points above). This evaluation will then go to advising on the Spinal Column Point Scale for the post.

Criteria	Below	Substantive	Above
Large parish/small town		✓	
12 meetings plus 2 committees			✓
3 delegated functions			✓
Most of the statutory functions			✓
Management of a large team of staff (10-20)	✓		
Budget between £250,000 and £750,000		✓	

Based upon the table above the post for Clerk to Knutsford Town Council would be:

Local Council Scale 3

Points above substantive range 48 – 51

Full time equivalent salaries £43,757 - £46,957 (currently<sup>2</sup>)

The addition of the 'relevant qualification' would allow the council to increase from SCP 51 to SCP 52.

## Deputy Town Clerk – Job Description

The following information was provided:

- Budget responsibility - £112k
- Number of staff - 2-3
- Number of meetings – Environment (6), Planning (22) and Events (6)
- Specific areas of responsibility:
  - Town Ranger Services
  - Floriculture

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<sup>2</sup> [AKG – refers to values as at 1<sup>st</sup> April 2018]

- Engagement with CEC on issues such as PROW, Highways, Street scene, maintenance etc
- Town Guide
- Delivery of 6+ events
- Christmas Lights
- Operational responsibility for Data Protection and Health and Safety
- Management of two allotment sites
- Management of contracts such as public toilets
- Advising planning committee and monitoring of Neighbourhood Plan.

It should perhaps be noted that there may be some level of overlap such as Town Clerk having responsibility for 4 staff and Deputy having responsibility for 2 (in effect it would appear the Town Clerk is managing the same people as the Deputy) but with the information provided it is impossible to disentangle this.

*[AKG – This has been clarified with ChALC to confirm that there is no overlap in numbers]*

I further assume that the Deputy is directly responsible to the Town Clerk and not directly to the Council. Again, this may have an impact on the assessment if my assumption is not correct.

### **Evaluation**

The following evaluation is based upon the NALC/SLCC Local Councils Clerks Job Profiles. The relevant profile is 'Profile 2'

The table below sets out the criteria for Profile 2 and measures Knutsford Town Council Deputy Clerk position against that criteria. The options are the criteria is not met (points below); the criteria is met (substantive point) or the criteria is exceeded (points above). This evaluation will then go to advising on the Spinal Column Point Scale for the post.

Criteria	Below	Substantive	Above
A small or medium sized parish		✓	
6-12 meetings per year			✓
Some (e.g. 2) devolved functions			✓
Many of the statutory functions		✓	
Management of a small team of staff (up to 10)	✓		
Budget between £25,000 and £250000		✓	

Based upon the table above the post for Deputy Clerk to Knutsford Town Council would be:

Local Council Scale 2

Substantive Benchmark Range 30 – 34

Current full time equivalent salary £27,358 - £30,757

**Notes:**

The NALC/SLCC Profile was not intended to be used for other posts but still provides a useful benchmark when undertaking evaluations. Ultimately the key will be the amount of full responsibility the Deputy Clerk's post holds. As previously stated I have assumed it is NOT responsible directly to the council but to the Clerk. This in turn provides a level of support that would not be anticipated in a Clerks position.

Neither evaluation takes account of the number of hours worked by either position. This can only be determined by the postholders keeping reasonably detailed work logs over a period of (say) 3 months.

I recommend that should there be regular overtime or a build up of flexitime that this exercise is undertaken and on the basis of the results either no change is required; the job description needs to be re-evaluated or consideration is given to the appointment of additional staff.

Jackie Weaver  
Chief Officer  
Cheshire Association of Local Councils

**From:** Jackie Weaver <[jackieweaver@chalc.org.uk](mailto:jackieweaver@chalc.org.uk)>

**Date:** 6 November 2018 at 11:30:28 GMT

**To:** Christine Gray <[christine.gray@knutsfordtowncouncil.gov.uk](mailto:christine.gray@knutsfordtowncouncil.gov.uk)>

**Subject:** Knutsford Job Evaluation

Dear Cllr Gray

With regard to our earlier telephone conversation and your question about whether or not the criteria in the evaluation are weighted, I write to advise that there is no weighting given to any of the criteria.

As I explained, the balance of the criteria is intended to give an overall 'picture' of the post of Clerk in a variety of different sized councils. It attempts to take account of various factors such as the electorate it covers, the amount of monies handled and the general level of activity of the council.

This is not a finely detailed process and is somewhat of a blunt instrument but to date we have not been able to develop anything that better captures the diversity of our local councils.

I trust that is a little helpful.

Kind Regards

Jackie Weaver

Chief Officer - ChALC