

REPORT TO PERSONNEL COMMITTEE

STAFF REVIEW



Report Reference P-21-14
Meeting Date 22nd March 2022
Agenda Item 5
Prepared by Town Clerk

1.0 BACKGROUND

At the committee meeting held 21st December it was agreed to explore appointing a consultant to undertake a review of the council's pay structure, general terms and conditions, staff structure, holiday leave/flex and insurance/policy options for sick leave.

Cllr Houghton has met with and obtained a quotation for this review from Local Council Consultancy, the consultancy arm of SLCC Enterprises dedicated to ensuring best practice and continuous improvement in the local council sector. LCC specialises in the sector and operates on a 'profit-for purpose' basis, reinvesting all surpluses to further the development of the sector.

The review comprises four stages:

- 1) Desk-based research and analysis of the current structure, service delivery and job roles (9 roles/10 staff). Identifying the quantitative and qualitative data (e.g. financial information, committee structure, land and other assets managed by the Council) required to understand capacity and capability issues and to benchmark the Council's activity. During this stage the Associate will use documents provided by the Council on our request or those available from the Council's website.
- 2) Remote interviews with staff and selected members to validate work from Stage 1 and gather a range of perspectives about how the current staffing and working arrangements. Information on the Council's future plans and governance preferences will be also be reviewed to ensure that our recommendations are suitable for the future.
- 3) Production of a draft written report for the Council with recommendations and options on staffing structure, proposals on roles, job descriptions and overall capability and capacity, including an evaluation of the pay grades for all roles. The report will also include observations and recommendations on other areas such as communication and relationships between staff and members. This report would be shared and feedback gained on the content before the final submission. Finalise report and submit findings and recommendations.
- 4) This stage includes an independent review by an LCC Associate or Head of LCC as part of the quality assurance process.

The cost of the review is £2,250, comprising 7.5 days of consultancy. Due to the delayed commencement of the Town Centre and Marketing Officer and other personnel changes, the committee has a minor underspend of approx. £3k against the projected year end budget.

The proposed consultancy will cover the pay and staff structure elements of the discussed review. In discussion following the meeting between Cllr Houghton and the Town Clerk it was felt that no value would be gained from an external review of terms/conditions (inc leave etc) and that it should instead

be undertaken by Cllr Houghton and the Town Clerk following the aforementioned review.

After both reviews a report of recommendations would be presented to the committee for consideration.

2.0 RECOMMENDATION

It is recommended that the committee approves the commissioning of LCC to undertake a review as outlined and that Cllr Houghton and the Town Clerk undertake a review of terms and conditions following this review.