



Leigh-on-Sea Town Council

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Chairman: Cllr Valerie Morgan
Vice Chairman: Cllr Jill Healey
Town Clerk: Helen Symmons

Members are requested to attend a meeting of the
STAFFING COMMITTEE of the Leigh-on-Sea Town Council on
Tuesday 23rd October 2018 at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea
commencing at **7.00 pm**.

Committee Membership

Cllrs: John Duprey, Patrick Fox (Chairman), Jill Healey, Valerie Morgan, Carole Mulrone, Declan Mulrone and Ron Owen

AGENDA

1. CHAIRMAN'S OPENING REMARKS AND HOUSEKEEPING NOTICES
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. MINUTES OF PREVIOUS MEETING 5TH JULY 2018
5. TOWN CLERK APPRAISAL POLICY AND PROCESS (Appendix 1)

A draft policy and process is submitted to the Committee for consideration.

6. ADMINISTRATIVE APPRENTICE (Appendix 2)

A request is submitted to the Committee to permit the Town Clerk to recruit a full-time administrative apprentice for a year. This is to fulfil staffing demands as the office is one member of staff down. It will also allow for adjustment to the new office layout when the remodel occurs. Primarily the Apprentice will be an afternoon Receptionist but will also learn all other administrative roles within the office to provide support in all areas. Two current members of staff came through an apprenticeship route with the Council.

A budget of £10,000 would be required for a full-time apprentice and this is included in Agenda item 4 to show the effect on 2019/20 budget.

7. STAFFING BUDGET 2019/20 (Appendix 3)

In accordance with Financial Regulations, the budget is submitted for signing and **RECOMMENDATION to P&R Committee.**

A national salary award was reached in April 2018 for a 2 year deal and the Town Clerk has predicted that the salary scales for 2019/20 will rise by 3% for salary grades below point 15 and 2.5% for those above. The Employers pension contribution rises 0.9%.

The Staffing Budget as submitted has no detrimental effect on the precept

8. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SOs 3(d) and 24 (a) – staffing)

9. CONFIDENTIAL STAFFING REPORT (Confidential Appendix)

Helen Symmons

Helen Symmons
Town Clerk
18th October 2018

Please Note: Any member who is unable to attend the meeting should send their apologies to the Chairman of the Committee or Town Clerk.

TOWN CLERK APPRAISAL POLICY AND PROCESS

INTRODUCTION

It is the policy of Leigh Town Council (LTC) to maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities and provide an opportunity for the Town Clerk to have his or her objectives and performance reviewed.

This policy is intended for use by the Staffing Committee and Appraisal Panel.

The process of setting objectives should be by agreement and the result should be to identify objectives which are relevant and challenging but achievable.

The process should not become complex. At all times it needs to focus clearly on a few basic issues: what the Town Clerk's job is; what has been done well; what could have been done better; the major issues over the next year; and what development needs the process clearly identifies.

RESPONSIBILITY FOR APPRAISAL

The responsibility for appraising the Town Clerk lies with the Appraisal Panel set by the Staffing Committee.

Those conducting the appraisal need to bear in mind at all times that the Town Clerk is employed by the Council as a whole and is therefore required to serve all of the Council.

AIMS OF APPRAISAL

The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to the Town Clerk.

1. To clarify the key objectives, priorities and targets of the Council and appropriate timescales for their achievement over the next twelve months.
2. Agree what the Town Clerk should personally achieve over the next twelve months and identify required standards of performance in order to deliver the Council's key objective, priorities and targets. Wherever possible standards of performance should be expressed in ways which can be monitored objectively.
3. Discuss positive achievements over the past twelve months and identify reasons for good performance.
4. Discuss instances over the past twelve months where targets have not been met, identifying the factors preventing the achievements of agreed goals.
5. Discuss developmental requirements. The Town Clerk will have strengths and weaknesses and the parties should identify the professional development necessary to equip the Town Clerk with the requisite skills to meet the Council's objectives. The parties should be proactive and anticipate future developmental needs in the context of the Council's changing priorities. This discussion could lead to the design of a formal programme of continuous professional development (CPD). Equally this discussion may lead to agreement on changes to the working relationship between members and the Town Clerk. It should not be assumed that it is only the Town Clerk who may need to adjust his/her approach to the working relationship.

Appraisal should be set in the context of the Council's objectives, priorities and targets, generally expressed in the Strategic Plan. Appraisal targets when taken as a whole should be related to agreed targets for the Council as a whole.

THE APPRAISAL CYCLE

The Council resolved at a Personnel Sub-Committee meeting (8th March 2018), the following Appraisal cycle:

- Annual Review End of Council Year i.e. April annually
- Goal Setting May, for the forthcoming Council year
- Mid-term Review November annually

KEY ELEMENTS OF THE APPRAISAL PROCESS

1. Preparation for an appraisal interview – the Town Clerk to provide a self-appraisal in this respect with a Performance review sent to all Councillors for comment should they wish.
2. An appraisal interview where recent and current performance, future objectives and development needs are discussed.
3. Agreement should be reached on action required from either party to ensure required performance is achievable.
4. The process of informal discussion regarding performance should continue

The appraisal interview and afterwards.....

1. All parties should be well informed and prepared for the interview
2. The process should be two-way
3. The interview should be free from interruptions and notes should be taken when necessary.
4. The parties should concentrate as far as possible on established fact rather than unsubstantiated opinions
5. Targets which are realistic and capable of being monitored should be agreed
6. Any agreed development plans should be implemented within the agreed timescale
7. The Town Clerk should be given a reasonable opportunity to correct any shortfalls in performance
8. A date for the next review should be agreed

REPORTING TO COUNCIL

The content of appraisal interviews should be treated as confidential to the participants. However it is to be reported to the Staffing Committee that an appraisal interview has taken place.

OTHER MATTERS

It should not be assumed that the process for appraising the Town Clerk should be followed in precise detail for other staff. There is a fundamental difference between elected members appraising the Town Clerk and the Town Clerk appraising staff. The principles, nevertheless are the same but the Town Clerk has delegated authority to carry out annual appraisals and has instigated a specific staff appraisal pack.

LEIGH-ON-SEA TOWN COUNCIL

TOWN CLERK'S

PERFORMANCE

REVIEW

2018

LEIGH-ON-SEA TOWN COUNCIL PERFORMANCE REVIEW

APPRAISAL REVIEW DATE:	DATE OF LAST APPRAISAL:
APPRAISAL PANEL	

GUIDANCE NOTES

This form provides the framework for Councillor's to pass on their feedback to the Appraisal Panel with regard to the Town Clerk's performance based on competencies. The Appraisal Panel will undertake the appraisal based on the competencies and also Key Result Areas (which will the Panel will review and set with consideration of Council key areas)

When making assessments of competencies and achievements of KRAs please consider the following:

- Recognition of success
- Factors outside of the individual's control affecting performance
- Areas for development and improvement

COMPETENCIES

The role of Town Clerk has varying demands and competence judgement is only relevant against the context of the role. When making comments, please provide examples of where competencies have been demonstrated.

If it is not possible to assess a competence or if you feel it is not relevant to the post, please provide an explanation under 'comments'.

BASIC COMPETENCIES	
JOB KNOWLEDGE	Eg: Policies, procedures, legislation and the ability to apply appropriately
Comments	
COMMUNICATION – ORAL	Ability to communicate at all levels, face to face, at meetings and by telephone
Comments	
COMMUNICATION – WRITTEN	Correspondence, completing forms and report writing
Comments	
RELATIONSHIPS WITH STAFF & CLLRS	Ability to work as part of a team, self awareness
Comments	
RELATIONSHIPS WITH ‘CUSTOMERS’	Internal and external, networking and ‘political’ skills
Comments	
QUALITY OF WORK	Accuracy, ability to produce work to required standard
Comments	
TIME MANAGEMENT	Ability to plan, prioritise and deliver to time scales
Comments	

PROBLEM SOLVING & DECISION MAKING	Judgement, analysis of information
Comments	

ADVANCED AND MANAGEMENT COMPETENCIES

PROJECT MANAGEMENT	Ability to deliver on special projects outside of the normal responsibilities of the role, including cross cutting initiatives
Comments	
POLICY DEVELOPMENT	Initiative, proactive in creating and developing policies, strategic capability
Comments	
STAFF MANAGEMENT	Recruitment, appraisal, managing performance, staff development, delegation, health and safety
Comments	
TEAM LEADERSHIP	Communication, team building, motivation, managing change
Comments	
FINANCIAL MANAGEMENT SKILLS	Identifying resource requirements, budgetary control
Comments	
SERVICE DEVELOPMENT & PLANNING	Innovative service development and improvement, delivery of the service plan, promotion of equal opportunities and Best Value
Comments	

PERSONAL KEY RESULTS AREAS – SECTION 1

KEY RESULT AREA	ASSESSMENT OF ACHIEVEMENT (Refers to performance indicators at last appraisal)

PERSONAL KEY RESULTS AREAS – SECTION 2

Set out Key Result Areas and Performance Indicators for the next review period. KRAs may be individual or shared by the Council. The ideal number of KRAs is between four and six.

KEY RESULT AREA Identify from the strategic plan and the job description	PERFORMANCE INDICATOR Describe how the KRA will be achieved using deadlines, timescales, numerical, target methods and statement of quality	TIME SCALE

TRAINING AND DEVELOPMENT

TRAINING AND DEVELOPMENT UNDERTAKEN SINCE LAST APPRAISAL	EVALUATION OF EFFECTIVENESS
TRAINING AND DEVELOPMENT REQUIRED	

TOWN CLERK'S COMMENTS

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PANEL'S COMMENTS

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DATE OF NEXT APPRAISAL	
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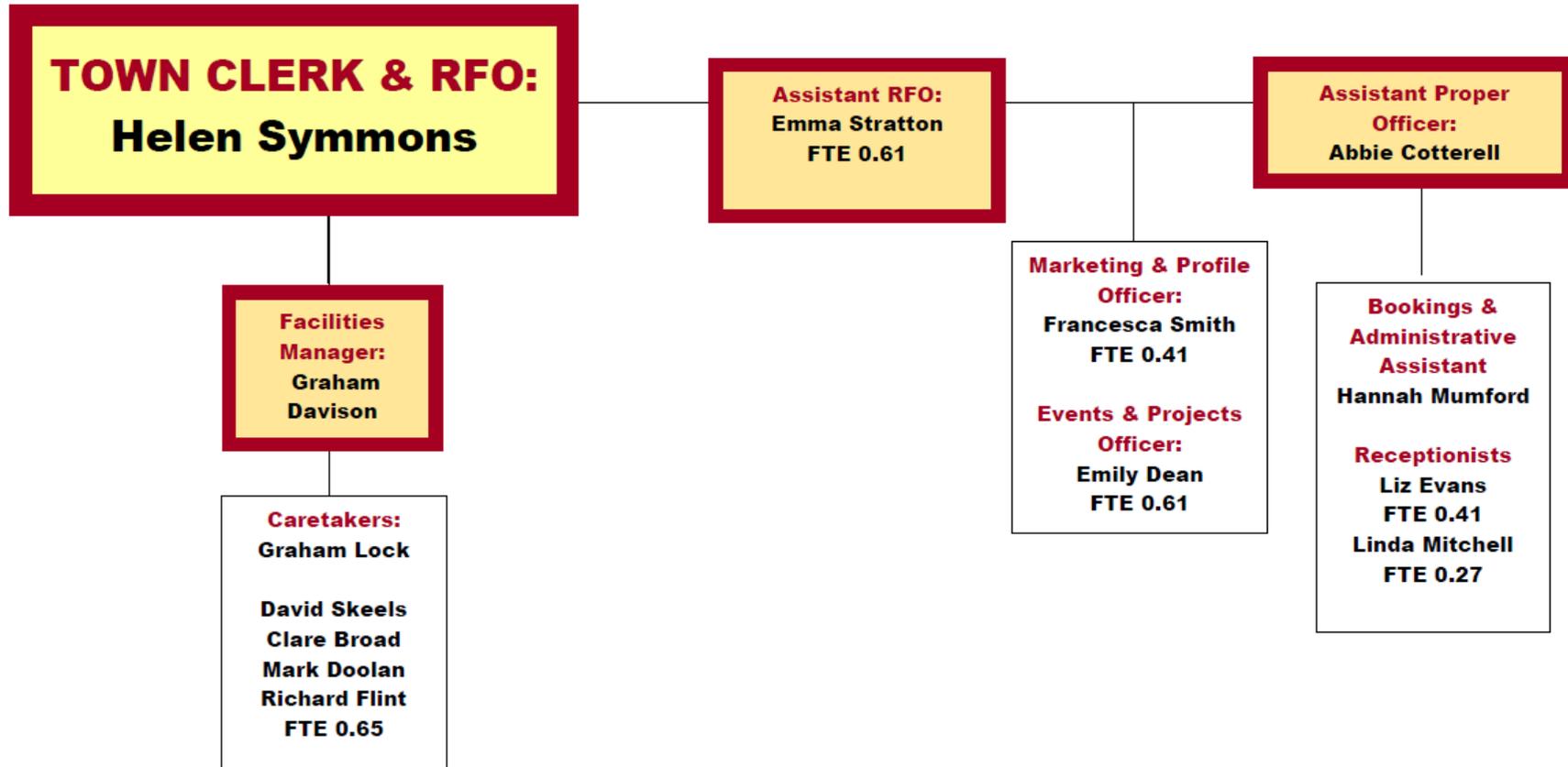
Signatures by Appraisal Panel and Town Clerk to confirm that the contents are an accurate record of the interview:

Panel:		Date:	
Town Clerk:		Date:	
Chairman of Staffing Committee:		Date:	

CHAIRMAN OF STAFFING COMMITTEE'S COMMENTS
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LEIGH TOWN COUNCIL – ORGANISATION CHART



LTC Staffing 2019/20			
Allocations			
		Budget	Projected
		2018/19	
P&R	£105,308.00	£ 92,549.00	£ 91,462.00
LCC	£128,464.00	£ 135,865.00	£ 132,057.00
Skatepark	£6,601.00	£ 5,955.00	£ 4,809.00
Allotments	£13,197.00	£ 8,517.00	£ 8,498.00
Com Transp	£5,434.00	£ 4,796.00	£ 1,433.00
Farmers Market	£6,443.00	£ 3,717.00	£ 4,766.00
E&L	£13,376.00	£ 12,260.00	£ 11,760.00
Planning	£12,145.00	£ 9,828.00	£ 10,473.00
Volunteer	£3,888.00	£ 5,519.00	£ 5,491.00
	£294,856.00	£ 279,006.00	£ 270,749.00
Gradings 2019/20 predic	Gross Wage	Full Time	Part Time
Apprentice	£9,620.00		1
SCP 11	£17,516.00		1
SCP 12	£17,688.00		1
SCP 13	£17,913.00	1	2
SCP 14	£18,211.00		2
LC1 17	£19,139.00	1	
LC1 20	£20,314.00	1	
LC1 21	£21,054.00		1
LC1 22	£21,600.00		1
LC2 28	£26,100.00	1	1
LC3 45	£41,879.00	1	
Total on costs	£58,019.00	56642 (18/19)	