



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



9th June 2015

Dear Councillor,

Personnel Committee – Tuesday 16th June 2015

You are requested to attend a meeting of the Personnel Committee, to be held at Congleton Town Hall on Tuesday 16th June, 2015 at 7.00 pm.

Yours sincerely,

TOWN CLERK

AGENDA

1. Apologies for absence. (Members are reminded of the necessity to give apologies in advance of the meeting and to give reasons for absence).
2. Minutes (enclosed)

To confirm the minutes of the meetings held on the 29th January 2015.
3. Declarations of Interest

Members are requested to declare both “non pecuniary” and “pecuniary” interests as early in the meeting as they become aware of it.
4. Outstanding Actions

None.



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where friends are made

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5. Employee Handbook (enclosed)

To consider and approve proposed amendments to the Employee Handbook.

6. Office Apprentice

To consider a report and recommendation to offer the Office Apprentice a permanent job

7. Town Clerk Retirement

To receive the retirement date of the Town clerk and agree the process to recruit a replacement

8. Resolution to exclude the Public and Press

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters Set out below on the grounds that it could involve the likely disclosure of private and Confidential information or staff matters.

9. Pension Scheme Transfer (enclosed)

To consider a request from an employee to extend the normal period of time for a transfer to be considered from a previous pension to the Cheshire Pension Scheme.

10. Town Centre and Marketing Manager (enclosed)

To consider a report to extend the working hours of the Town Centre and Marketing Manger

To Members of the Personnel Committee
 Mayor, Deputy Mayor & Leader of Council
ccs. Other members of the Council for information
 Honorary Burgesses (5) (for information)
 Press (3)

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Congleton Town Council

Minutes of the Personnel Committee meeting held on
Thursday, 29th January 2015

PRESENT: Councillors

P Bates
R I Brightwell
D T Brown (Chairman)
G R Edwards
G P Hayes
Mrs S A Holland (Vice)
Mrs A M Martin
Mrs E Wardlaw
G S Williams

1. APOLOGIES

Apologies for absence were received from Councillors J S Crowther and D A Parker.

Apologies were also received from Ex-Officio member Cllr D Murphy.

2 MINUTES OF THE PREVIOUS MEETING

PERS/01/1415 RESOLVED –That the Minutes of the meeting held on 7th August 2014 be approved and signed by the Chairman.

3 DECLARATIONS OF INTEREST

Cllr D A Brown declared a non-pecuniary interest in any matters related to Cheshire East Council.

4 OUTSTANDING ACTIONS

None.

5 RESOLUTION TO EXCLUDE THE PUBLIC & PRESS

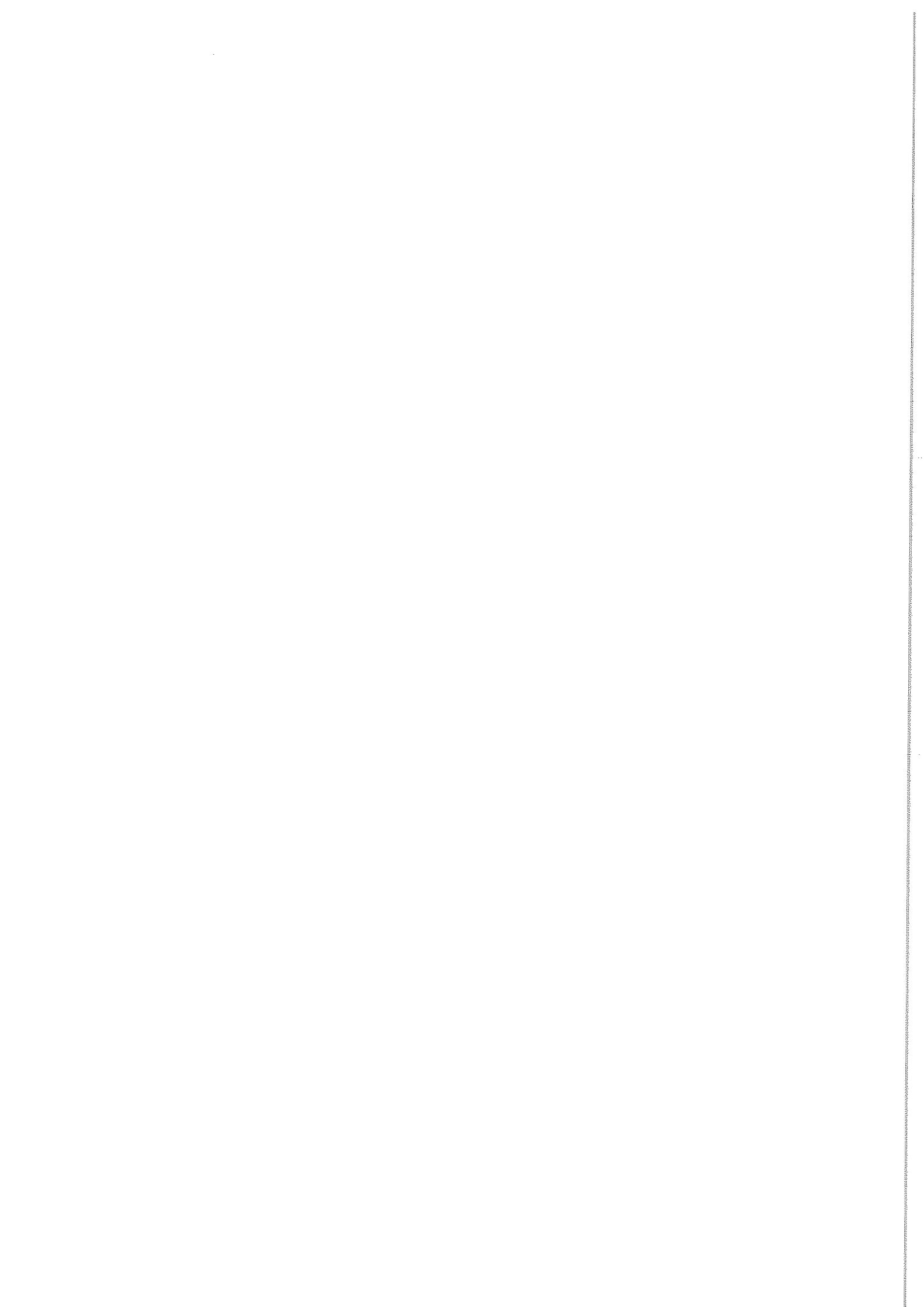
PERS/02/1415 RESOLVED –That in accordance with the Public Bodies (Admission to Meetings) Act 1960, public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters.

6 STREETSCAPE ILL HEALTH EARLY RETIRMENT

The Committee members discussed the various options associated with the imminent retirement of a Town Council employee through ill health.

PERS/03/1415 RESOLVED that Option 3 be approved.

David Brown
Chairman



COUNCIL SICK PAY

The Scheme is intended to supplement Statutory Sick Pay so as to maintain normal pay during defined periods of absence. Employees are entitled to receive Council sick pay after the Probationary Period or after 4 months employment for the following periods, providing the Absence Procedure has been fully complied with:-

During 1 st year of service	1 months full pay and 2 months half pay
During 2nd year of service	2months full pay and 2 months half pay
During 3 rd year of service	4 months full pay and 4months half pay
During 4 th & 5 th year of service	5 months full pay 5months half pay
After 5 years of service	6 months full pay and 6 months half pay

The amounts are calculated in accordance with the Green Book.

A maximum of 6 months full pay and 6 months half pay can be taken in any 12 month period. Once this is exhausted there will be a 6 month requalification period before full sick pay entitlement is available.

The Council has discretion to extend the period of sick pay in exceptional cases.

Abuse of Sick Pay

In most cases sickness absence is genuine and there is no need to suspend payment of sick pay. However there may be occasions where a manager has reasonable belief that the Sick Pay Scheme is being abused. In these cases managers may suspend the payment of an employee's sick pay.

The manager must write to the employee to inform them that their sick pay may be suspended, giving the reasons, and invite them to a meeting to discuss the matter. Employees may choose to be represented by a TU representative or a work colleague of their choice.

Following the meeting the line manager will decide whether sick pay will be suspended and inform the employee in writing of the decision.

An abuse of the Sick pay Scheme will be dealt with under the Disciplinary procedure and a serious abuse may constitute a gross misconduct offence.

Please refer to the Attendance Management Toolkit for further information.

Appeal against Suspension of Sick pay.

Employees may appeal against the decision to suspend sick pay. An appeal should be sent to the Town Clerk in writing within 10 working days of receipt of the written decision from the line manager.

The Town Clerk or their nominated manager with the delegated authority will arrange a meeting. The employee may be represented by a Trade Union representative or a work colleague of their choice. A decision will be made and confirmed in writing to the employee.

LONG TERM ABSENCE

Long term sickness absence is an absence of more than four weeks. During such absences it is particularly important that managers maintain regular contact with their employee, being sensitive towards the circumstances of the employee's absence.

Exceptional Circumstances

When exceptional circumstances arise, Managers must seek additional support and advice from the Town Clerk in conjunction with the Chairman of the Personnel Committee to ensure that a fair and consistent approach is adopted across the Council.

Examples of exceptional circumstances may include where an employee has:

- had a major operation
- been diagnosed with a long term debilitating disease, disability or condition
- a serious illness that has the potential to be terminal.
- been incapacitated, in the longer term, through a work place injury or other accident which is no fault of their own

A manager will need to be mindful that the way in which illness affects individuals, will be different.

These cases must be managed sensitively and the procedure may need to be adjusted to accommodate individual requirements. It is neither possible, nor practical, to cover all eventualities, however consideration should be made regarding timeframes and actions referred to in the procedure.

Where an employee returns after long term absence and starts another period of absence shortly afterwards, depending on the circumstances it may not always be necessary to revert to the start of the procedure.

Process

Where a period of long term sickness absence occurs the line manager will normally make arrangements to meet with them ideally no later than four weeks from the first day of absence. The meeting will normally be arranged at a work or other suitable venue unless the employee is unable or unwell enough to travel to a venue in which case the meeting may take place at their home. The employee may be represented by a Trade Union representative or accompanied by a work colleague of their choice. The details of the meeting will be confirmed in writing by letter together with a copy of the Attendance Management Policy and Procedure.

The purpose of this meeting is to discuss their absence and progress to date, establish when the employee is likely to return to work, any potential adjustments necessary to facilitate their return, any additional support and will normally include a referral to the Occupational Health Advisor.

The outcome of the meeting will be confirmed in writing to the employee by the line manager.

At approximately eight weeks, if the employee is still absent and unable supply a return to work date, arrangements for a further meeting should be made by the line manager to

- Redeployment opportunities that may have arisen.
- Whether Ill health retirement may be appropriate.

The outcome of the meeting will be confirmed in writing to the employee and a copy retained on the employee's personal records.

Formal Hearing

After approximately 26 Weeks absence (depending on the progress of the employee and their circumstances), following advice from Occupational Health and/or other appropriate medical practitioner and information gained at the Second Formal Meeting, if there is no foreseeable return to work date, a Formal Hearing should be arranged to consider what action is appropriate under the circumstances chaired by the Town Clerk or nominated manager with the delegated authority.

A letter of invitation will allow 10 working days' notice from the receipt of the letter and will include the date, time, venue, people present and the right to be represented with a Trade Union representative or accompanied by a work colleague of their choice.

Consideration will be given to:

- The length of the absence and the reason(s) for the extended absence
- The advice sought and received regarding the health and capability of the employee.
- Any reasonable adjustments considered/made including flexible and mobile working options.
- Opportunities for redeployment to another role.
- The likelihood of the employee returning to work in the foreseeable future.
- Whether any other options are available to assist the employee in returning to work that have not already been discussed.
- Whether retirement on the grounds of ill health is an option
- Having exhausted all other options, whether dismissal on the grounds of ill health is the appropriate option.

The outcome of the meeting will be confirmed in writing to the employee and a copy retained on their employee file. In the case of dismissal on the grounds of ill health, pay in lieu of any notice period will be made.

The employee has a right of appeal against dismissal which must be presented in writing to the Town Clerk within 10 working days of receipt of the letter of dismissal. The Appeal will be to the Personnel Committee.

Other than in exceptional circumstances long term absence will not normally extend beyond 12 months. However all circumstances in each case will be taken into account when determining appropriate actions.

COMPETENCE PROCEDURE

This procedure is separate from the Disciplinary Procedure and is not intended to deal with misconduct, but cases where an employee is unable for any reason to satisfactorily carry out the work required by the job description. It provides a framework within which managers can work with employees to maintain satisfactory performance and to encourage improvement where necessary. It is for guidance and does not form part of your contract of employment.

The Council will make every effort to discuss with the employee, the reasons for the inability to satisfactorily carry out work. It will jointly with the employee, seek solutions such as

Personnel Committee

Tuesday 14th June 2015

Permanent Role for the Town Council's Apprentice Business Administration Assistant

Purpose of the Report

The Town Council appointed an Apprentice Business Administration Assistant in September 2014 on a one-year contract to complete a NVQ Level 3 qualification in Business Administration. The intention at the time of appointing was that if the post proved successful, the Town Council would look to offer the successful apprentice a full-time role in the organisation, and reap the benefits of the investment in this person over the past year. The apprentice was taken in recognition that the role of the Town Council had grown considerably in recent times and the administration support for the Council needed strengthening. This paper sets out a recommended way forward for the Town Council's Business Administration Apprentice.

Background

Congleton Town Council took on its first apprentice in partnership with Total People last year. We advertised in April, appointed in June and the successful candidate started on the 1st September. The Apprentice is managed jointly by the Support Manager and Town Centre and Marketing Manager, although due the physical location of the apprentice the role has aligned more to that of the Town Centre and Marketing Manager.

The Apprentice has successfully completed 90% of her apprenticeship qualification and is on- track to complete the formal NVQ qualification without any problems and to a high standard. She has indicated that she would like to continue working for Congleton if there is a position available.

Work Load

There is an abundance of suitable tasks for a junior assistant role. It has been extremely valuable having an extra person working in the business administration and marketing side of the Council, and it would now be difficult to manage without a person in this post providing the additional administrative support required by the Council.

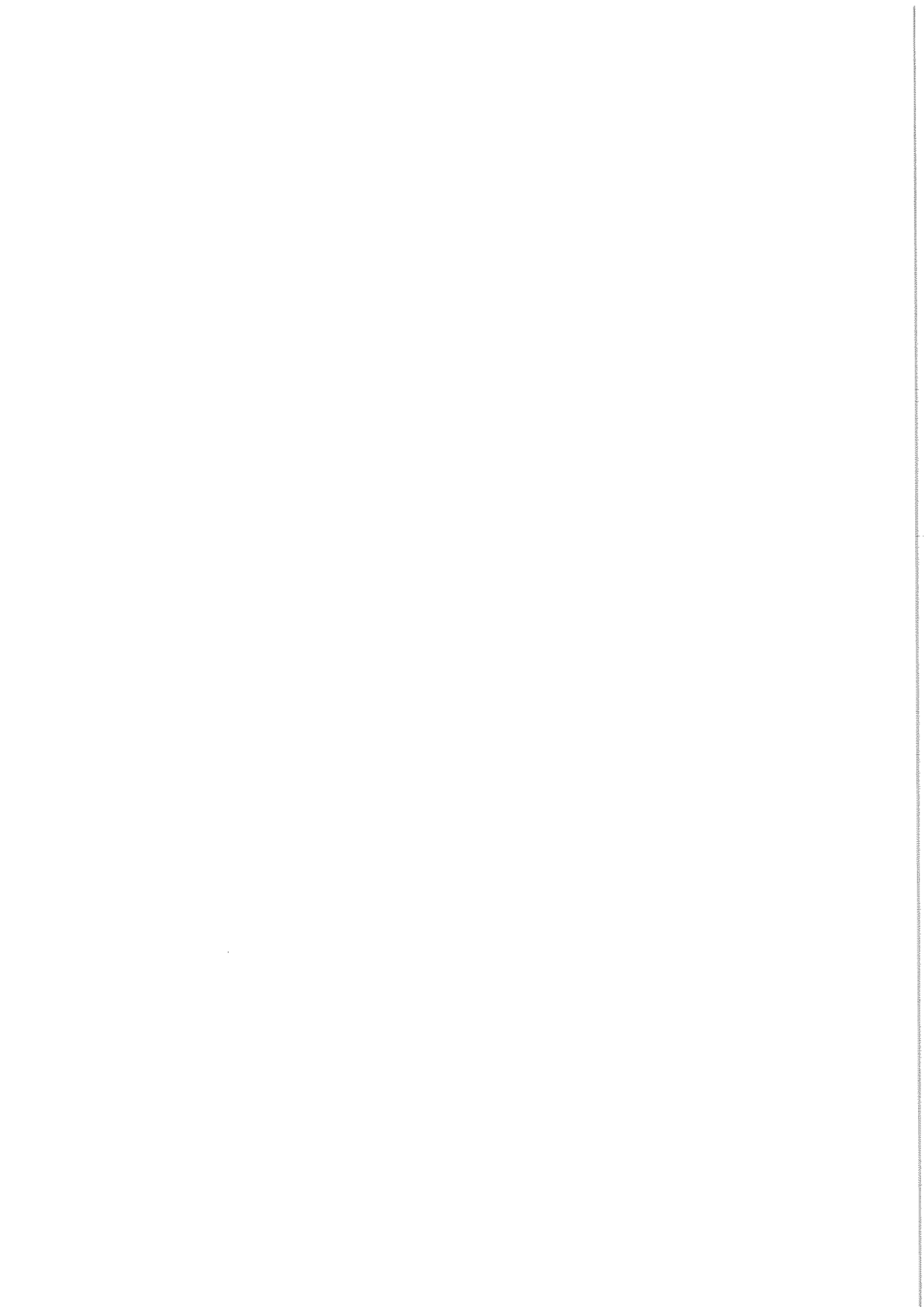
Budget

In the 2015/16 budget provision was made assuming that the apprentice role would become a full permanent time role.

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Recommendation

1. That the Town Council needs to strengthen its Administration and Marketing functions by appointing a Junior Administration and Marketing Assistant
2. That having served a year's apprenticeship learning the administration side of the Town Council and passing the NVQ Level 3 in Business Administration, the Apprentice is offered the role of Junior Administration and Marketing Assistant



CONGLETON TOWN COUNCIL

JOB DESCRIPTION/PERSON SPECIFICATION

Post:	TOWN CLERK
Post No:	CTC 1
Responsible to:	The Council
Responsible for:	All employees and contract staff

Job Purpose

1. To lead the Council's paid service to bring about continuous and sustained improvement to the Quality of Life in the Town.
2. To ensure the Council's vision and will is expressed and understood, to enable it to be implemented within the constraints of finance, propriety and legality.
3. To be the principal advisor to the Council and its business driver and innovator.

Statutory Responsibilities

The Town Clerk will be the **Proper Officer** of the Council and as such is under a statutory duty to carry out all the functions and in particular to serve or issue all the notifications required by the law of a local authority's proper officer. The Town Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out. The Post Holder is expected to advise the Council on and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The Town Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The post holder will be the **Responsible Financial Officer**, unless this role is delegated to another officer and as such will be responsible for all financial records of the Council and the careful administration of its finances as set out in Standing Orders & Financial Regulations.

Management and Leadership

1. To provide a clear direction to staff, so they understand how they contribute to the corporate aims of the organisation and to be responsible for their recruitment, development, conduct, performance, safety as well as for ascertaining their views and fully engaging them.
2. To ensure the Council's policies provide for equality of access and opportunity amongst employees and service users, as well as recognise and address the diversity of the Town's communities.
3. To ensure customer care is in-built into every aspect of the Council's services.
4. To work in partnership with, and be accessible to, Members of the Council, partner organisations and local communities.
5. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.

6. To ensure the necessary research and analysis is undertaken so that strategic planning for the Town is undertaken from an informed position.
7. To use information in an innovative way, to ensure the Council achieves excellence in providing local governance, leadership and services needed by its communities.
8. To ensure the growing range of services provided by the Council, in particular Streetscape, are managed in an imaginative way. Efficiency and effectiveness will go without saying, but you will also need to be regularly reviewing them and bringing forward new ideas and better ways of doing things.
9. To be a proactive, high profile ambassador for the Council and to represent it as appropriate.
10. To build partnerships with public, private and voluntary organisations, that can add value to the role of the Council and the revitalisation of the Town.
11. To ensure the promotion of the Council and the Town are coordinated.
12. To oversee and monitor the financial management of the Authority and to report regularly to members.
13. To develop and maintain a performance management framework which keeps both managers and Members informed of progress against business plan objectives and other key indicators.
14. To lead on making our Town Hall "the" local venue of choice and having a hands on role in maintaining service excellence.
15. To establish and maintain an acute awareness of differing local, Borough, regional and national interests and agendas and to ensure the Town makes the best advantage of them.
16. To not only maintain quality council status and accreditation of an integrated (quality) management system, but to use these to achieve long lasting impact.
17. To ensure that the Council operates in a sustainable way and to support the direction of travel of the community towards becoming a transitional town.
18. To undertake other tasks allocated by the Council which are within the competence and capability of the post holder.

FACTOR	REQUIREMENT	METHOD OF ASSESSMENT
QUALIFICATIONS E = Essential D = Desirable	E A degree or professional qualification in a relevant discipline. D/E Holding a Certificate in Local Government Administration will be a requirement of the post, however training will be provided if necessary. E Evidence of continuing professional development. D/E A suitable management qualification is considered appropriate, however recognised formal management training is essential.	Application Form Application Form Application Form Application Form
EXPERIENCE	E Experience in strategic and operational management of a rapidly developing organisation. E A track record of business achievement E Experience in leading multi-disciplinary professional projects and teams. E Experience of the management of change to bring about continuous improvement & service excellence. E Experience in financial management and resource allocation and preparing financial information for complex projects. D Experience in the marketing, promotion and public relations of a high profile organisation. E Experience of preparing and presenting detailed reports. E Experience of working in a collaborative way with other organisations and communities of place and interest. D Experience of providing governance and leadership to communities. D Experience of evaluating management information needs and acquiring ICT support.	Application Form and Interview Application Form and Interview Application Form and Interview Application Form and Interview Application Form and Interview Application Form and Interview Application Form and Interview Application Form and Interview Application Form and Interview
KNOWLEDGE/ SKILLS	E Ability to see the "big picture" and familiarisation with strategies and business planning process.	Application Form and Interview

KNOWLEDGE/ SKILLS (Continued)	E	Ability to communicate and win acceptance of the vision of their organisation.	Application Form and Interview
	E	Strong leadership and management skills.	Application Form and Interview
	E	Ability to engage & motivate staff and help them develop.	Interview
	E	An understanding of local government and an appreciation of the issues which face it.	Application Form and Interview
	E	A knowledge of financial planning and management.	Application Form and Interview
	D	Knowledge of developing integrated quality management for service processes.	Application Form and Interview
	D	An appreciation of the role of ICT in business and a sound understanding of the potential of E-government.	Application Form and Interview
	E	An understanding of local government legislation and the ability to understand legal issues.	Application Form and Interview
	E	Computer literate.	Application Form and Interview
	E	Proven communication and negotiating skills.	Application Form and Interview
	E	Ability to balance conflicting demands and to find acceptable ways forward	Application Form and Interview
OTHER	E	Ability to work under pressure.	Interview
	E	Commitment to customer care, and equal opportunity in employment and service delivery.	Interview
	E	Evidence of innovative working leading to step change in service delivery.	Application Form and Interview
	E	Willingness to work flexibly and outside office hours	Interview
	E	To be self motivated and a proven achiever	Application Form and Interview