

Cockermouth Town Council

8th January 2024

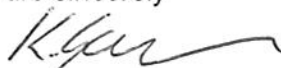
Dear Councillor,

You are summoned to a meeting of the Staffing Committee to be held in the Town Hall, Cockermouth on **Monday 15th January 2024 at 11.00am** for the purpose of the under-mentioned business.

Please let me know if you are unable to attend.

All welcome.

Yours sincerely


Kirstie Goodger

1. Apologies for absence
2. To agree and adopt the minutes of the last meeting held on 27th November 2023 (pages 1-2)
3. Minute Taker – (page 3)
4. Declaration of Interest – Members to give notice of any disclosable pecuniary interest, other registrable interest or any other interest and the nature of that interest in relation to any item on the agenda in accordance with the code of conduct.

The chair will move –

Under the public bodies (Admission to Meetings) Act 1960, the public be removed for the following item of business due to containing contractual and/or personal information relating to staff being discussed.

5. Finalising Jane's contract of employment (pages 4-17)
6. Revised induction programme for Jane (MB) (pages 18-19)
7. Revised terms of reference for this committee (MB) (pages 20-22)
8. Potential objectives for the clerk (RW) (pages 23-24)
9. Request from Jane to continue some work with Ennerdale Parish Council for period of some months.
10. Honorarium for Kirstie Goodger
11. Any other issues relating to staff.
12. Date of next meeting.



Town Hall
Market Street
Cockermouth
Cumbria
CA13 9NP

Tel:
01900 821869

Fax:
01900 827166

Website:
www.cockermouth.org

Facebook:
[@cockermouthtowncouncil](https://www.facebook.com/cockermouthtowncouncil)

Kirstie Goodger
Temporary Town Clerk / RFC
admin@cockermouth.org

Amy Jeffrey
Administrative Assistant
assistant@cockermouth.org



Joint Winners
Council of Europe Year 2000
Europe Prize
Previous Awards
Plaque of Honour, Flag of
Honour
European Diploma

Minutes of a meeting of the staffing committee of Cockermouth Town Council held in the council chamber at the Town Hall, Cockermouth, on Monday 27th November 2023 at 11.00am

Present:

Councillor S Barnes
Councillor M Bowman
Councillor I Burns
Councillor G Telford
Councillor R Watson (chair)

186 Apologies

There were no apologies for absence

187 Minute taker

Councillor Gillian Telford agreed to take the minutes.

188 Declarations of interest

There were no declarations of interest.

The chair moved that:

Under the public bodies (Admission to Meetings) Act 1960, the public be removed for the item of business due to contractual and personal information relating to staff being discussed. This was agreed.

189 Contract of Employment for incoming clerk

The draft contract of employment was discussed at length. Some minor errors were corrected. The wording of several points was discussed.

Resolved- It was agreed that the contract would be re-drafted with changes as highlighted during discussion. It was agreed that the contract would be checked by a solicitor before being formally signed by both parties.

Action – an annual leave entitlement calculation covering 1st February – 31st March 2024 needs to be done.

190 Induction programme for new clerk

The outline draft of an induction programme was discussed.

Resolved – the draft induction programme, while commendable, needed to be spread out over a longer period. The programme would, therefore, be re-drafted. As part of the induction process, it was agreed that, at an early opportunity it would be advisable to arrange an informal gathering of representatives of key groups in town in order to provide the opportunity for key stakeholders to meet the new clerk.

191 Review of terms of reference for staffing committee.

Changes were discussed to make it clear that proposals from the staffing committee would be brought back to the Council for decision.

Resolved – that Cllr Bowman re-draft the TOR and bring a revised version for discussion at the next meeting of the committee.

192 Line Management of the clerk.

This issue was adjourned for discussion at a later date.

193 Review of staff pay and salary scales

Resolved - a review of staff pay and salary scales will take place at a later date, once the new clerk is in place.

194 Press release in respect of new clerk's appointment

Resolved - a press release be drawn up in respect of the new clerk's appointment.

195 Date of next meeting

The date of the next meeting was set for Monday 8th January 2024 at 11.00am*

*NB. Now postponed until Mon 15th January at 11.00am

Standing orders item 3t

The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.



Cockermouth Town Council

CONTRACT OF EMPLOYMENT

This contract of employment ("the contract") contains the main terms and conditions of your employment with Cockermouth Town Council ("the Council"). It includes all the written particulars required by the Employment Rights Act 1996.

THE EMPLOYER:: Cockermouth Town Council

THE EMPLOYEE: Jane Ollerenshaw (formerly Coltman)

DATE OF ISSUE: 1st February 2024

1. COMMENCEMENT DATE

- 1.1 Your employment with Cockermouth Town Council began on 1st (first) February 2024 ("the commencement date").

2. CONTINUOUS SERVICE

- 2.1 Subject to 2.2 below, no period of employment before the commencement date counts as part of your period of continuous service.
- 2.2 For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

3. CONDITIONS OF SERVICE

- 3.1 The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to your employment save as amended by this contract.

4. PROBATION

- 4.1 Your appointment is subject to satisfactory completion of a probationary period of 13 weeks.

5. JOB TITLE

- 5.1 You are employed as Town Clerk and Responsible Finance Officer

6. JOB DUTIES

- 6.1 You are expected to perform all duties which may be required of you as set out in the attached job description.
- 6.2 The Council may from time to time wish to amend your job description. You may be required to undertake other duties to meet the requirements of the job.

7. DECLARATION OF OTHER EMPLOYMENT

- 7.1 You shall not undertake other employment without the Council's written consent. Such consent shall not be unreasonably withheld.

8. PLACE OF WORK

Working from the Council's premises

8.1 Your usual places of work are:

The Town Hall, Market St. Cockermouth and other town council premises as required.

8.2 Some time spent working from home may be appropriate subject to agreement with the Council.

9. SALARY

9.1 Your salary is £41,418 per annum being the current salary point SCP 33 within the 33-36 range in scale LC3 as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.

9.2 You have been appointed to a single salary point and the Council will review your salary point annually on the anniversary of your appointment.

9.3 One salary point will be added to your salary for success in obtaining or already holding any of the following relevant qualification(s):

- The Certificate in Local Council Administration

9.4 Your salary will be paid to you by bank transfer to your bank or Building Society on or about the 25th of each month.

10. EXPENSES

10.1 The Council shall reimburse you at NJC rates in force at the time for mileage incurred in the performance of Council business ('mileage expenses') provided that mileage expenses have been approved by the Council in advance.

10.2 The Council shall reimburse you for other expenses which may include overnight accommodation, meals and fares incurred in the performance of Council business ('other expenses') provided that the other expenses are receipted and have been approved by the Council in advance.

10.3 You will be provided with a copy of the Council's expenses policy.

11. APPRAISAL

- 11.1 You will receive an annual appraisal to be carried out by the chair of the staffing committee.

12. HOURS OF WORK

- 12.1 You are required to work 37 hours per week. Given the nature of your role, specific working days, starting and finishing times, may vary depending on workloads and Council activities.

13. ADDITIONAL HOURS

- 13.1 If you work more than your normal working hours then subject to the Council's approval you may take time off in lieu at a time to be agreed between you and the Council.

14. ANNUAL LEAVE

- 14.1 Subject to clause 2.2 of the contract, the calculation of your annual leave commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to 31 working days' leave in each leave year (pro rata for part time employees).
- 14.2 If your employment commenced or terminates part way through the leave year, your leave entitlement will be calculated on a pro rata basis. Deductions from your final salary payment will be made for any leave taken in excess of your entitlement.
- 14.3 Annual leave must be taken at times agreed with the Council. You may carry forward up to 5 days' leave into the following leave year, subject to the approval of the Council. Such carried-forward leave should be taken within the first 3 months of the new leave year.

15. SICKNESS ABSENCE

- 15.1 If you are absent from work on account of sickness or injury, it is your responsibility to inform the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs.
- 15.2 You will be provided with a copy of the Council's sickness absence policy.
- 15.3 The Council shall have the right at any time to require you to submit to examination by an independent medical practitioner selected by the Council, to obtain a confidential report on your condition from such practitioner and to discuss with such practitioner the findings of his/her examination and his/her prognosis of your likely recovery and or fitness to resume work and any recommended treatment.

16. SICK PAY

16.1 Provided that you comply with the Council's sickness absence policy, you will receive sick pay when you are absent from work because of sickness, as follows:

- | | |
|--|--|
| during 1st year of service | • one month's full pay and (after completing 4 months' service) 2 months' half pay |
| during 2 nd year of service | • 2 months' full pay and 2 months' half pay |
| during 3 rd year of service | • 4 months' full pay and 4 months' half pay |
| during 4 th & 5th - year of service | • 5 months' full pay and 5 months' half pay |
| after 5 years' service | • 6 months' full pay and 6 months' half pay |

17. MATERNITY /PATERNITY /ADOPTION LEAVE

- 17.1 Your entitlement to maternity/paternity/adoption leave is as set out in the relevant legislation.

18. INJURY OR ASSAULT

- 18.1 In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the Green Book.

19. PENSIONS

- 19.1 The Council is a member of the Local Government Pension Scheme, which operates a contributory pension scheme which you are entitled to join. You have been provided with details in the booklet provided. There is in force a contracting out certificate for the purposes of the Pensions Scheme Act 1993 stating that the employment is contracted-out employment.

20. NOTICE OF TERMINATION OF EMPLOYMENT

During probationary period

- 20.1 Either party may terminate the contract by giving one week's notice in writing.

After completion of probationary period

- 20.2 The length of notice which you are obliged to give to the Council to terminate your employment is one month in writing.
- 20.3 Except in the case of gross misconduct, the length of notice which you are entitled to receive from the Council to terminate your employment is four weeks in writing until you have been continuously employed for four years and thereafter such notice entitlement increases by one week for each year of continuous service until you have completed twelve years of continuous employment after which time you will be entitled to twelve weeks' notice.
- 20.4 Within one week of the termination of your employment you are required to surrender to the Council all Council property including computers and other electronic devices and any documents and other

materials, including copies that you have been holding on behalf of the Council. You shall irretrievably delete from all your personal electronic devices all property of the Council and shall produce evidence of such as the Council may require.

21. DISPUTE RESOLUTION

21.1 You have been provided with a copy of the Council's grievance and disciplinary procedures.

21.2 If you have a grievance arising from your employment, you should raise it in the first instance with the Chair of the Staffing Committee. If you are dissatisfied with any grievance or disciplinary decision made, you should raise it with the Chair of the Council or, if that is the same person as the Chair of the Staffing Committee, with the Deputy Chair of the Council.

22. HEALTH AND SAFETY

22.1 You have a duty to ensure the health and safety of yourself and others. You must also co-operate with the Council so that it can comply with its health and safety obligations.

23.2 You will be given a copy of the Council's Health and Safety Policy.

23. EQUAL OPPORTUNITY POLICIES

- 23.1 You must comply with the Council's Equal Opportunity Policies. You will be given a copy of these Policies.

24. TRAINING AND DEVELOPMENT

- 24.1 The Council shall be responsible for the costs associated with any training and development that it considers necessary. This may include the cost of training and development courses or examinations, and payment of mileage expenses and other expenses in accordance with the Council's expenses policy. Where the Council considers it necessary, it shall give you reasonable paid time off for study. Where possible training shall be done online.

25. INDEMNITY

- 25.1 The Council undertakes to indemnify you against any actions of commission or omission that are authorised by the Council.

Signed:

Dated:

Name:

Signed for and on behalf of Cockermouth Town Council

Signed:

Dated:

Name:

Staffing Committee Meeting 15 January 2024

Paper for discussion/agreement/recommendation to Full Council on 17 January 2024

OUTLINE INDUCTION OF NEW CLERK JANE OLLERENSHAW

Thursday, 1 February 2024

9am

On arrival, Jane will be met by Richard Watson, Chair of Staffing Committee and the Clerk's line manager

Introduction to Kirstie, Amy and Claire

Clerk's office – Richard to deal with any outstanding employment matters e.g. leave entitlement in the probationary period, line management arrangements (self and other staff), training needs, and to run through the induction pack and programme with Jane.

Pack to include hard copies of standing orders, recent Town Council minutes, financial regulations, committee Terms of Reference, list of upcoming meeting and event dates, and basic information about banking, payroll administration, budgets, insurance, accounting, policies and procedures, major contracts, licences, building security arrangements (keys, emergencies) and information about stakeholders.

Get set up on computer/phones, kitchen, loo etc – Kirstie/Amy

Time to set up office etc

1 – 2 LUNCH BREAK

2-3pm – handover from Kirstie (Acting Up) to Jane – especially legal and finance overview, events, upcoming meetings, twinning, weddings, record keeping, and any other imminent activities in the February calendar/decisions needed.

3pm onwards - settle into office.

Mayor and other councillors to drop in as available to welcome Jane over the next few days.

Friday, 2 February 2024

Morning – visit Library and meet staff as available

Afternoon – Team meeting/one-to-ones with Town Hall staff on their roles and responsibilities

Monday, 5 February

Tour of building (to include briefing on maintenance/security of all Council buildings and meet Town Hall tenants) – Kirstie/Amy/Claire

Induction on financial management and reporting systems – Kirstie

Wednesday, 7 February

Induction on planning matters - Amy

Thursday, 8 February

Driving/walking tour of town (Councillors to assist) – to take in The Vicky and Tarn Close, playgrounds and Memorial Gardens, War Memorial, allotments etc.

Special Planning Meeting tbc (evening)

Monday, 12 February

JO/RW one-to-one – discuss initial objectives, immediate work tasks, feedback and questions from JO, briefing on upcoming Council meetings/annual council cycle.

Agree date and invitations list for stakeholder reception.

Cllr Marion Bowman, January 8 2024

Cockermouth Town Council

TERMS OF REFERENCE FOR THE STAFFING COMMITTEE

Adopted by resolution [DATE]

1. Objective

1.1 To ensure effective and professional staff management of all matters related to the employees of the Town Council.

1.2 The Staffing Committee shall be a standing committee of The Council. It shall exercise some responsibilities and assist, advise and make recommendations to The Council regarding the fulfilment of The Council's responsibilities as an employer, and compliance with employment legislation and The Council's policies.

2. Membership:

2.1 The committee shall comprise 5 Members in total, elected by The Council, normally at the first meeting of The Council after an election. Membership of the committee shall continue until the next Town Council election. If a vacancy arises, it shall be filled by election of a member at the first possible meeting of The Council after the vacancy has arisen.

3. Chair/Vice-Chair

The Chair and Vice-Chair shall be elected by The Council.

4. Quorum

The quorum of the committee shall be 3 Town Council members.

5. In attendance

5.1 The Proper Officer shall act as Clerk to the committee except where the committee is to discuss confidential matters relating to the Clerk/RFO. In such an eventuality, the committee shall elect from amongst its members a minute-taker and records kept in compliance with The Council's confidentiality policies.

6. Meetings

6.1 Meetings shall normally be held quarterly or more frequently should the need arise, at the discretion of the Chair/Vice-Chair of the committee or two members of the committee who have requested a meeting in writing to the Clerk/Proper Officer.

6.2 The Proper Officer shall 'call' the meeting, circulate the agenda, and summon members to attend in accordance with the Council's Standing Orders.

6.3 Public Notices of the meeting shall be given in accordance with the Council's Standing Orders.

7. Public participation

Meetings are not normally open to the public on the grounds that the agendas normally concern the conduct and terms of service of employees.

8. Minutes

8.1 Minutes of all meetings shall be recorded by the Proper Officer (or delegated to a member as agreed by the committee) and circulated to all members of the committee and to all Full Council members within five working days of the meeting.

8.2 Minutes shall be presented to the next meeting of the committee for confirmation.

9. Accountability and Scope

9.1 The Chair of the Staffing Committee shall be responsible for line managing the Clerk/RFO and performing the annual appraisal, job description review and, with the committee and in consultation with the Finance Committee, any salary review of the Clerk/RFO as provided for by the Council's policies, reporting and making recommendations to the Full Council. The Chair of the Committee shall manage any long-term sickness of the Clerk/RFO in accordance with the Council's policies.

9.2 The Chair of the Staffing Committee is the first point of contact for the Clerk/RFO on staffing and employment issues in relation to other staff.

9.3 The Staffing Committee shall be bound by Standing Order 4 of the Council's Standing Orders relating to committees and sub-committees.

10. Responsibilities

10.1 The Staffing Committee has responsibilities in relation to these defined terms of reference only; any other recommendations outside the Staffing Committee's terms of reference shall be made to Full Council.

10.2 To consider and ensure implementation of any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service.

10.3 To consider and approve requests from the Clerk within the training budget for training requirements. (The Clerk to consider and approve requests within the training budget for training from other staff.)

10.4 To undertake the recruitment of candidates for the Town Clerk/Proper Officer/RFO and other senior staff roles when vacancies arise and make recommendations to Full Council on final appointments.

10.5 Following the appointment of Council staff to consider recommendations from the Clerk following the staff annual appraisals, before making final recommendations to Full Council for approval.

10.6 To draw up (as appropriate) and annually review employment policies/procedures and standard forms of employment contract for recommendation to Full Council for approval.

10.7 To consult (no later than 30 November each year) with Finance Committee on the preparation and submission to Full Council of budget proposals in respect of salaries and employees' training for the following financial year.

10.8 In conjunction with the Clerk to be responsible periodically for reviewing The Council's staffing structure, employee handbook, and all employees' job roles and pay awards and increments and to make any recommendations to Full Council for approval.

10.9 To periodically review staff pension arrangements for recommendation to Full Council for approval.

10.10 To oversee any disciplinary matters in line with the council's disciplinary procedures and to report to Full Council.

10.11 To oversee an employee's formal grievance(s) in line with the council's grievance procedures and to report to Full Council.

10.12 To ensure that confidentiality is maintained over all staffing matters under the Data Protection Act 1998 and the Code of Conduct by all members of the Council.

10.13 To ensure that all staff have an annual appraisal with quantifiable and measurable objectives.

10.14 Except in the case of a vacancy in the Proper Officer/RFO role (see 10.4) to provide, if requested by the Clerk, at least one Member to constitute, along with appropriate Officers, the Interview Board for all applicants for Council employment.

10.15 Except in the case of an appointment to the Proper Officer/RFO role, to grant the Interview Board the authority to make offers of employment and remuneration within the available budget and the agreed salary scale for the role. Any proposed variation outside of the budget shall be referred to the Staffing Committee for review and recommendation to the Full Council.

11. Review

The Staffing Committee's Terms of Reference shall be reviewed annually at the Annual General Meeting of the Council.

Draft 2/ January 8 2024

Line management of clerk – possible objectives

Suggestions so far (in no particular order of priority):

- Undertake a review of policies and update as necessary
- With the staffing committee, undertake a review of staff pay scales
- With the finance committee (if/when established) undertake a review of budgets with a view to creating 'headroom'
- Establish a programme of formal staff supervision and appraisal
- Ensure that procedures are followed as regards agendas/minutes etc.
- Establish a system of tracking actions agreed / completed / not completed
- Overhaul the website
- Seek external funding for projects (eg 'Fix the Footpaths')
- Undertake a review of standing orders (with Howard)
- Investigate the possibility of acting as 'lead agency' in respect of plans by Cockermouth Junior Football Club to build a changing facility and Cockermouth Bike and Skatepark group to build a facility in the town (saves them the VAT)
- Consider the best approach to consultation with councillors, ie when do all 12 need to be consulted, and when can consultation be with specific councillors, eg chairs/deputy chairs of committees, line manager, the mayor/deputy mayor, a particular councillor with a special interest or ability.

NB. These would not necessarily need to be completed in the first year but may roll over into subsequent years. Some may depend upon budgetary

factors and how soon we can find the necessary funds. Essentially they represent the 'direction of travel'.