

APPENDIX 5

Finance and General Purposes Committee - Thursday, 17th June 2019

Staffing Review Recommendations – Action Plan

CRA Recommendation	Priority	Management	Authority	Target Date	Review Date	Comments
Recommendation 1: That a new full-time post of Facilities Officer is created on a point within salary scale LC2 above substantive, on spinal point 28 and that the duties and person specification for this post are broadly in accordance with the draft proposals contained in Appendices C and D attached.	Priority 1	Clerk with HR Committee support	Sign off by Council	April 2019	October 2019 and then by annual Appraisal	Post regraded to Salary Scale 20 - £25,295. Post advertised – 12 th June 2019 with a closing date of 12 th July for applications.
Recommendation 2: That the existing Assistant Clerk be re-designated Administrative Officer and that the job description for this post be amended as indicated on the job description, attached as Appendix E.	High priority	Clerk	Sign off by Council, with recommendation from HR Committee	March 2019 Council	By annual Appraisal	Awaiting final approval of Job Description and revised contracts
Recommendation 3: That a new post of Senior Administrative Officer, part-time 20 hours per week, is created on a point within salary scale LC1, on spinal point 23 and that the duties and person specification for this post are broadly in accordance with the draft proposals contained in Appendices F and G attached.	High priority	Clerk	Sign off by Council	May 2019	November 2019 and then by annual Appraisal	Post advertised – 12 th June 2019 with a closing date of 12 th July for applications.

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<p>Recommendation 4: That an additional five hours per week be allocated for the Assistant Grounds person post, thereby increasing the current contract of 15 hours per week to 20 per week.</p>	Mid-grade priority	Clerk with support of Groundsman	Sign off by Council with recommendation of HR Committee	October 2019	By annual Appraisal	Agreed at HR Committee to be put on hold until Facilities Officer in place for six months.
<p>Recommendation 5: That a gross sum of £15,000 initially be allocated for cleaning/caretaking and that the Council seek to appoint a cleaner/caretaker for both the Village Hall and Old School on a minimum weekly contract hours of 20 for those areas with some flexibility in working hours to meet the exigencies of the service, and this sum to include some provision for casual cleaning/caretaking at weekends</p>	Mid-grade priority	Clerk using model as per Recommendation 1 and 3	Sign off by Council with recommendation of HR Committee	May 2019	By annual appraisal	Completed and within 2019/20 budget.
<p>Recommendation 6: That a staffing structure be approved in accordance with proposals contained in section 5 and Appendix H.</p>	High priority	Clerk	Sign off by Council with HR Committee recommendation	May 2019	May 2020 & annually	Completed.

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<p>Recommendation 7: That an Officer's Management Team is constituted in accordance with proposals set out in paragraph 5.17.</p>	Mid-grade priority	Clerk to manage and present to HR Committee	Sign off by Council	June 2019	December 2019	Clerk to manage and present to F&GP Committee once new staff in place.
<p>Recommendation 8: That Quorn Parish Council should approve and implement a staff appraisal system at the earliest opportunity, not later than prior to the end of 2018/2019 civic year.</p>	High priority	HR Committee to lead but Clerk to manage	Training needs assessment to be completed for Clerk and at least 2 Councillors who will carry out Appraisals	June 2019 start process & complete 1 st round by December 2019	Annual Parish Meeting (to publicise, but not to disclose details)	The training can be completed early but implementation will be gradual.
<p>Recommendation 9: That the Council should consider entering into a contractual arrangement with an external HR service provider that will meet the Council's requirements in terms of the scope of service required, including management of financial risk, and the Parish Clerk be asked to produce a detailed options report with recommendation prior to the commencement of 2019/2020 civic year.</p>	Mid-grade priority	Clerk to manage, seek quotations from 3 providers and present for decision by HR Committee		Target date December 2019	Annual review	Completed.

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<p>Recommendation 10: That the Council must ensure that any changes to staff job descriptions are fully discussed with affected staff prior to implementation, having regard to advice/guidance from the Council's external HR advisers.</p>	High priority	Clerk to implement and manage		Target date: January 2019	By annual Appraisal	In hand – awaiting finalisation of JD's and Contracts.
<p>Recommendation 11: That Quorn Parish Council needs to review its existing Training and Development policies and then regularly review these. Once annually at the commencement of each civic year a detailed report on staff and member training undertaken in the previous year should be reported to the appropriate Standing Committee for public record.</p>	High priority	Clerk to manage, dependent on changes to admin staff to allow time		Target date for start of record keeping: April 2019	Complete record for staff & members: April 2020	Simple record initially, becoming substantive as Appraisal is embedded
<p>Recommendation 12: That Quorn Parish Council should reaffirm that it actively welcomes volunteer support in areas of community benefit, recognising the responsibility of such individuals and groups to work in accordance with the requirements of the Council as laid down in documented policy or as delegated to the Parish Clerk in accordance with her position as the Council's Proper Officer.</p>	Mid-grade priority	Clerk to manage, with input from Committees which work with volunteers		Target date: Annual Parish Meeting, 2019	Annual Parish Meeting each year	Volunteer campaign to be mounted for non-member working parties as part of the Council's new committee structure.