

PRESCOT TOWN COUNCIL



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Dated this 13th day of March 2013

To the Members of the Human Resources Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the
Human Resources Committee for The Town of Prescott to be
held on Wednesday 20th March 2013 in the West Street Office Complex,
9 West Street, Prescott commencing at 2.00 p.m.

HUMAN RESOURCES COMMITTEE MEMBERS

Councillors, R. Arnall, A. Flanders, L. O'Keeffe, and M. Sommerfield

Daniel Wilson
TOWN CLERK

A G E N D A

1. **TO RECEIVE APOLOGIES**

2. **DECLARATIONS OF INTEREST**

In accordance with Standing Order 54, Members are invited to indicate any interests they may have in relation to items on the agenda for the meeting.

3. **MINUTES OF PREVIOUS COUNCIL MEETING** Page 3

To APPROVE and SIGN the minutes of the Human Recourses Committee meeting held on 30th January 2013.

4. **ASSISTANT TO THE TOWN CLERK – PERFORMANCE REVIEW AND DEVELOPMENT PLAN** Page 4

Members are asked to CONSIDER and APPROVE the plan.

5. **TOWN CLERK – ADDITIONAL TRAINING REQUIREMENTS** Page 7

Members are asked to CONSIDER the report and APPROVE the recommendations contained within.

6. **TOWN CLERK – ANNUAL LEAVE** Page 10

Members are asked to CONSIDER the report and AGREE a preferred option and instruct the Town Clerk accordingly.

PRESCOT TOWN COUNCIL

A MEETING of the **HUMAN RESOURCES COMMITTEE** for the **TOWN OF PRESCOT** was held on **WEDNESDAY, 30TH JANUARY, 2013** in the **WEST STREET OFFICE COMPLEX, 9 WEST STREET, PRESCOT** commencing at **2.00 P.M.**

PRESENT: Councillors A Flanders (Chair) R. Arnall, L. O’Keeffe

ALSO IN ATTENDANCE D. Wilson (Town Clerk)

APOLOGIES: There were no apologies for absence.

1. TO APPOINT A CHAIRMAN FOR THE YEAR 2012/13

Cllr Arnall nominated Cllr Flanders as this was seconded by Cllr O’Keeffe.

2. TO APPOINT A VICE-CHAIRMAN FOR THE YEAR 2012/13

Cllr Flanders nominated Cllr O’Keeffe as this was seconded by Cllr Arnall.

3. TO RECEIVE APOLOGIES

No apologies were received

4. DECLARATIONS OF INTEREST

No declarations of interest were made

5. ASSISTANT TO THE TOWN CLERK – JOB DESCRIPTION AND PERSON SPECIFICATION

It was **UNANIMOUSLY RESOLVED** that the new job description and person specification for the role of Assistant to the Town Clerk be **APPROVED**. It was also noted that a personal review and development appraisal should be implemented for the Assistant to the Town Clerk.

The meeting closed at 3.15 p.m.

Dated:..... **Signed:**

**Councillor A Flanders
Chair of Committee**

Prescot Town Council



Staff Appraisal Form for Performance Review and Development 2013-14

Please see guidance notes for further detail on how to complete this template

Name	Jackie Rigby	Role	Assistant to The Town Clerk	Area of Business	Administration
Pay Number	2	Date of Discussion	Initial discussion 7th February 2013	Line Manager	Daniel Wilson

1. Individual Performance to Date

Review / Establishment of Existing Individual Priorities	Achievements
Not applicable first PR&D	Not applicable first PR&D
Any Issues that have or will Affected Performance or Role Fulfillment	
N/A	
Review of Training Completed/Support Given	Impact of Training and Support
<p>Working with your Council</p> <p>Website maintenance</p> <p>Bookkeeping training –</p> <ul style="list-style-type: none"> • Bank Reconciliation • Purchase ledger • Sales ledger • Petty Cash ledger 	<p>This training is on-going until October 2014. The training provides detailed knowledge of the operation of Local Councils.</p> <p>This training together with the instruction manual will enable Jackie to perform role with regard to this task.</p> <p>D Wilson has provided training in Bookkeeping but this is new to Jackie. Although she holds European Computer Driving Licence, she lacked experience using Excel which is essential for her current role. This will be addressed under section 3.</p>

Time recording

DW has introduced an Excel based time recording system and provided training to Jackie on how to use this. Jackie is now effectively recording her working hours.

2. Planning for Future Performance

Individual Priority Actions	Timescale Short/Medium/Long Term	Expected Result	Resources/ Dependencies
Jackie needs to establish a monthly routine for completion of her duties (under section N of the job description) within timescales provide under core duties document.	Short	By time next of review Apr 2013 Jackie will have an established routine for completion of duties under section N of the job description.	Microsoft Excel Beginner Training. Managers support Time out of office to attend course.
Website Maintenance, Jackie completes update of the website in relation to minutes and agendas. Other items will be on an ad hoc basis. (Section p of job description).	Medium	The Website is kept up to date and information held within is accurate and timely.	Adequate IT hardware.
Mayoral Support (section q of job description). As specified in core duties document.	Short	By time next of review Apr 2013 Jackie will be operating the new mayoral protocol. Having developed a procedure note.	Access to Enquiries email calendar. Managers support.
Customer Care (section r of job description) refresh customer care awareness.	Medium	Enhanced Customer Care skills	Suitable course. Time out of office to attend course.
Filing (section s of job description). Development of electronic filing system for all council documents.	Short	By time next of review Apr 2013 Jackie will be operating the new electronic filing system.	Managers support.
Health and Safety (section of job description).	Medium	By time of third review Jun 2013 Jackie will have undertaken a Health and Safety refresher.	Suitable course. Time out of office to attend course.

3. Training and Support Required

(Must relate to achievement of Individual Priority Actions identified in section 2 above)

Training and Support Required	Prioritisation Criteria Level	Proposed Method	Timescale Short/Medium/Long Term	Expected Impact	Resources/ Dependencies
Microsoft Excel	High	External training course	Short	Increased competency in line with the requirements of role.	Money Time away from office.
Windows 8?	Medium	External training course if available, help tutor online	Medium	Increased competency in line with the requirements of role.	Time
Basic Health & Safety	Medium	External training	Medium	Increased awareness of	Money

		course		issues affecting health and safety	Time away from office.
Customer Care	Low	External training course	Medium	Increased awareness of issues affecting customer care	Money Time away from office.

Employee Signature		Line Manager Signature		Review Date	April 2013
Date	07 February 2013	Date	07 February 2013	Next Full PR&D Date	

PRESCOT TOWN COUNCIL
HUMAN RESOURCES COMMITTEE
MARCH 2012

REPORT TILTLE:

Town Clerk Training Programme 2013/14 Agenda item 5 (Pages 7 - 9)

BACKGROUND TO THE REPORT

As part of his CiLCA studies the Town Clerk must identify further training needs required to enhance the performance of his duties and produce a programme of training for approval by Council / committee.

PURPOSE OF THE REPORT

This report provides members with a suggested training programme for the Town Clerk for year Apr 2013 to Mar 2014.

REPORT PREPARED BY:

Daniel Wilson

PRESCOT TOWN COUNCIL

Town Clerk Training Programme 2013/14

1. INTRODUCTION

- 1.1 Investment in Human Capital is at the heart of all successful public services by better equipping its staff organisations are able to improve the effectiveness and efficiency with which they meet their objectives. With this in mind the Town Clerk has developed a personal training programme for the year Apr 2013 to Mar 2014.

2 TRAINING PROGRAMME

- 2.1 During the course of my employment over the last 6 months I have identified some additional training requirements that will better enable me to perform my role as Town Clerk.

As the Council continues to strive for Quality Council accreditation I believe a greater understand of the accreditation criteria will help to ensure that Prescott Town Council are able to these requirements.

As a new Clerk it is vital that I have a complete understanding of my role and am able to provide support and guidance for new Councils.

My role as Town Clerk requires that I manage and supervise staff therefore a n up to date understanding of employment issues is vital to the successful dispensation of this duty.

To achieve these goals I have devised the training programme below.

Training	Date	Provider	Venue	Duration	Cost
Quality Council Workshop	June 20th	Lancashire & Merseyside County Training Partnership	Howick House, Howick Park Ave, Penwortham, Preston, PR1 0LS	1 day	Course £20 Travel £30
New Councillors and Clerks – Module 1	July 6th	Lancashire & Merseyside County Training Partnership	Howick House, Howick Park Ave, Penwortham, Preston, PR1 0LS	1 day	Course £20 Travel £30
New Councillors and Clerks –	July 20th	Lancashire & Merseyside County	Howick House, Howick Park Ave, Penwortham,	1 day	Course £20 Travel £30

Module 2		Training Partnership	Preston, PR1 0LS		
Employment	September 18th	Lancashire & Merseyside County Training Partnership	Howick House, Howick Park Ave, Penwortham, Preston, PR1 0LS	1 day	Course £20 Travel £30

3 **RECOMMENDATION**

- 3.1 Members approve The Town Clerks training programme for Apr 2013 to Mar 2014 and in doing so the associated cost and time requirements .

PRESCOT TOWN COUNCIL
HUMAN RESOURCES COMMITTEE
MARCH 2012

REPORT TILTLE:

Town Clerk Annual Leave Reimbursement Agenda item 6 (Pages 10 - 11)

BACKGROUND TO THE REPORT

Owing to the demanding nature of the role in the first six months and the lack of deputising function the Town Clerks has found it difficult to use his annual leave entitlement. Prescott Town Council has a legal and contractual obligation to observe employees leave entitlement.

PURPOSE OF THE REPORT

This report advises members of a suggested solution in relation to the Town Clerks leave entitlement for the year July 2012 to June 2013.

REPORT PREPARED BY:

Daniel Wilson

PRESCOT TOWN COUNCIL

Town Clerks Annual Leave Entitlement 2012/13

1 **INTRODUCTION**

- 1.1 Owing to the demanding nature of the role in the first six months and the lack of deputising function the Town Clerks has found it difficult to use his annual leave entitlement while keeping the Council's activities running. This has resulted in the Town Clerk having 21 Days of annual leave entitlement remaining and having built up an additional 47 lieu hours equivalent of 7 days.
- 1.2 Prescot Town Council has a legal and contractual obligation to observe employees leave entitlement. Time in lieu can be carried over.
- 1.3 Prescot Town Council currently have an under spend against the Town Clerks salary budget of £9,785 due to the late appointment of the Clerk.

2 **OPTIONS**

- 2.1 The first option would be to allow the Town Clerk to fully utilise his remaining 21 days of leave entitlement. This would mean the Town Clerk taking 4 weeks and 1 day leave before the 30th June 2013. Given the Town Clerks current work load it would prove very difficult to fully meet that work load and take a month out of the office.
- 2.2 The second option would be to pay the Town Clerk for unused leave. This would mean additional expenditure to the Town Council of one months (20 days) Clerks salary and on costs totalling £3,262.
- 2.3 A third option would be a midpoint between the first and second options whereby the Town Clerk uses 11 of his 21 days remaining leave entitlement before the 30th June 2013 with the Town Council reimbursing him for the 10 unused days at a cost of £1,631. The Town Clerk would favour this option.

3 **RECOMMENDATION**

- 3.1 Members are asked to consider the options above and resolve to agree a course of action and instruct the Town Clerk accordingly.