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# NAILSWORTH TOWN COUNCIL

Civic Centre, Old Market, Nailsworth, Glos. GL6 0DU

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Clerk to Council: Katherine Kearns

You are invited to attend a meeting of the **Personnel Committee** in the Council Chamber on Thursday 5<sup>th</sup> September 2024 starting at 2pm.

Please note that in the interests of confidentiality, the public and press are excluded from these meetings.

K Kearns  
Town Clerk  
Friday 30<sup>th</sup> August 2024

1. Apologies
2. Declarations of Interest and Dispensations
3. To consider a staffing review of the estate roles...scope of work for an independent review
4. To consider a review of HR policies and procedures



# Nailsworth Town Council

## Agenda Item 3

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**Meeting** of Personnel Committee

**Meeting date** Thursday 5<sup>th</sup> September 2024

**Subject** To consider commissioning a staffing review of the estate roles.

**Author** Clerk

**Status** Action

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**If you have any questions about this item and the information is not included in this report, please contact the Clerk or Deputy Clerk by 10am on the Monday before the meeting.**

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### Summary

A proposal to review the 'estate' roles (Groundsman and Caretaker) and to use an external person to carry out this work.

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### Detail

Since 2016 NTC has carried out four staffing reviews in response to staff changes or changes in the services offered by the council. The last review was in June 2023 in response to the appointment of a new Deputy Clerk.

All the staffing reviews have been for the office-based roles and there has never been a review of the two 'estate' roles of Groundsman and Caretaker.

The staffing reviews have been carried out either in house or by an external person with knowledge of the town and parish council sector. NTC has developed a method which looks at;

- each of the job roles under review and details tasks involved (these tie into job descriptions) and estimated time taken during the week.
- proposed changes including reallocation of tasks, additional work not covered in the existing roles, and changes in service delivery.
- an action plan and timetable to make any proposed changes, especially when recruitment is needed.
- any changes to salary costs.

Each staff member included in the staffing review is interviewed and their roles examined in detail. The staffing reviews are carried out with the focus on the job role and service delivery.

The Personnel Committee is asked to consider a staffing review of the 'estate' roles and for this to be carried out by an external person with knowledge of the town and parish council sector.

Sector experts, LGRC (Local Government Resource Centre) have been approached for an estimate for this work. They have an HR specialist who is available to start on a review in Autumn this year.



## **Nailsworth Town Council**

A possible staffing review has already been discussed with both staff members included in the 'estate' role review.

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### **Options**

1. To recommend a staffing review of the 'estate' roles
  2. To appoint an external person to carry out the review
  3. To not carry out a staffing review
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### **Recommendations**

1. To recommend a staffing review of the 'estate' roles
  2. To appoint an external person to carry out the review
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### **Costs**

c. £2,000

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### **Funding Source**

Budget heading 1130/2 Professional fees

**ENDS.**



# Nailsworth Town Council

## Agenda Item 4

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**Meeting** of Personnel Committee

**Meeting date** Thursday 5<sup>th</sup> September 2024

**Subject** To consider a review of HR policies and procedures

**Author** Clerk

**Status** Action

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**If you have any questions about this item and the information is not included in this report, please contact the Clerk or Deputy Clerk by 10am on the Monday before the meeting.**

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### Summary

A proposal to review the HR policies and procedure in place, following the election of a new council and a new Personnel Committee.

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### Detail

All NTC's policies – HR and others - are reviewed annually, usually in January; the last time this happened was February 2024. If legislation changes, the Clerk and Deputy Clerk will bring amended policies to Council at any time of year.

Most of NTC's policies are based on NALC's model policies (National Association of Local Councils) which are made available through GAPTC. Some contain parts which are specific to the town and parish council sector. Some are required by law.

In addition to policies and procedures;

- NTC has access to employment law and HR advice through a contract with Worknest.
- A staff handbook was put in place in 2023

The Personnel Committee is asked to consider a review of policies and procedures and to bring a list of the to the next meeting.

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### Options

1. To review the HR policies and procedures at the next meeting of the Personnel Committee
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### Recommendations

1. To review the HR policies and procedures at the next meeting of the Personnel Committee
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# Nailsworth Town Council

**Costs**  
None

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**Funding Source**

n/a

**ENDS.**