

CUCKFIELD PARISH COUNCIL

The Queen's Hall, High Street, Cuckfield, West Sussex, RH17 5EL



Item 21: Staffing Review Proposal

Over the past year it has become apparent that the workload generated for the Parish Council staff is only increasing. This is due to various factors, including the growing popularity of the village halls, maintenance requirements around the village, daily enquiries into the office, additional legal and regulatory requirements which must be adhered to, as well as the ambitions of the Council to make improvements to our facilities and the services we offer. All of this is in addition to the daily tasks required to keep the Council functioning, e.g. production of agendas and minutes, finance management including invoicing, website and social media, emails, staff management etc.

During a meeting held between Paul Mantripp, Fran Laing and Sam Heynes, a discussion took place to explore the options available to improve the services being offered by the Parish Council. Some of the highlights of this meeting were:

- Review staffing levels, including role definition and responsibilities, hours worked, team structure, training needs.
- Review Council structure (i.e. including committees) and explore how to optimise efficiencies with regards to Council meetings and actions.
- Review the contribution of Councillors to ensure all tasks are being accounted for and not forgotten, either through inclusion in staff workloads or formalised as a Councillor responsibility.
- Commission a new visioning exercise to form the Council's business plan for the next 4 year term.

After a discussion with SSALC regarding how to approach this, a recommendation was made to contact David Carden to request he completes a Staffing Review. After a meeting with David, he made the following proposal:

David Carden's Proposal:

Further to your approach to SSALC and our subsequent meeting yesterday, I am now in a position to refine my proposal to undertake a Staffing Review for Cuckfield Parish Council on the basis of the following:

A full review of the staffing needs of Cuckfield Parish Council now and into the future against current staffing structures and levels and make evidence-based recommendations regarding any changes to the current structure and roles, as well as staffing levels to properly support and service the council's full range of activities.

The methodology for this review would be set against a context of current requirements together with future aspirations. This methodology would include:

- An initial scoping and contextual discussion with the Clerk to the Parish Council.
- A meeting with the Chairman of the Parish Council and any other senior elected members. This would include a discussion around aspirations and vision for the future.
- A workshop for councillors to outline the approach and seek their views, if required.
- An early accompanied walk round the Council's offices, buildings and landholdings.
- Completion of a detailed questionnaire by all three office-based staff and the Caretaker. This is an established process for workload measurement which is proven with previous staffing/organisation reviews. The information provided in these questionnaire responses helps to inform a confidential 'one-to-one' meeting with all members of staff in terms of roles, responsibilities and workloads.
- Discussions with all affected staff; one-to-one meetings. It needs acknowledging that the content of those meetings is confidential though the key messages and information output is central to the review process.
- An analysis of the current system of governance, scheme of delegation, workloads and external factors that have an impact on staff resources.
- An analysis of delegated functions, community capacity building and other partnership working that has an impact now or in the future.
- I would keep you, as the Proper Officer, fully updated on progress during the review prior to completion of the final report (in electronic format), fully covering the Council's requirements, and sign off.

In delivering proposals on these it is assumed that I would **not** be undertaking:

- Contractual negotiations with existing staff,
- A visioning exercise to establish the Council's aspirations (although this easily be undertaken),
- Revision of Job Descriptions and Job Evaluation of such (again, this can be undertaken as an extension of the commission if required); or,
- Implementation of recommendations.

I have attached a personal profile summary of my professional background and if you require references for similar work I have undertaken recently in the sector then you should contact the following:

- Seaford Town Council (East Sussex).
- Southwater Parish Council (West Sussex).
- Withyham Parish Council (East Sussex).
- Godalming Town Council (Surrey).
- Hythe Town Council (Kent)'.

- My total fee for undertaking this work will be £1,125 plus travelling expenses at the HMRC rate. Due to my location in West Sussex I would commit to keeping these to a maximum figure of £50.