

KETTERING TOWN COUNCIL

REPORT FOR DECISION

Item No:- 22/46

Committee:-	Council
Date:-	19 th October 2022
Author:-	Martin Hammond, Clerk
Report Title:-	Report of the Staffing Committee
Wards Affected:-	All

1. Purpose of Report

To report the recommendations of the Staffing Committee in respect of the Deputy Clerk's contractual hours and the creation of a new post of part time administrative officer.

2. Recommendations

Council is recommended to

- a) Approve the increase in hours for the Deputy Clerk to 28 per week from December 1st 2022
- b) Approve the creation of a new post of part time administrative officer

3. Information

3.1. The Staffing Committee met on 5th October 2022 to consider the two items in section 1, and agreed to make recommendations to Council, as set out above, and for the reasons described below. Both changes would be subject to review after 6 months as to their efficacy.

3.2. **Deputy Clerk, Events and Communications.** The postholder started in late May 2022. Her contract is for 16 hours a week (which is currently fulfilled by working four hours/day Monday to Thursday), with the option for casual hours to be added. The requirements of the role have shown that 16 hours is not enough to properly meet the Council's aspirations of organising a regular series of events and to improve its communications. The postholder

for example, worked an extra 21 hours in August to keep on top of the workload, much of which is time sensitive by the very nature of the job.

3.3. In addition, it is likely that the events workload will increase steeply in 2023, compared to 2022, as a result of:-

- The desire to run Kettering by the Sea next summer
- The possible increase in the number of street food Saturdays next year
- The likely withdrawal of NNC from all events management in Kettering from next April including Christmas lights provision and the need to pick up this workload as well.
- A policy of seeking sponsorship of events being introduced and the time taken to manage that
- The recognition that Kettfest needs much more support than originally understood for next year, especially as it will have a new co-ordinator in 2023

3.4. Taken together, it is proposed that the hours be increased to 28.

3.5. **Administrative Officer.** The clerk has been in post for a year and in that time, as the Council has grown its functions and activities, the administrative burdens have also increased, to the extent that less important, but usually quite urgent, tasks tend to crowd out time for planning, development and negotiations, for partnership working and related engagement.

3.6. In the last year, the Council has, amongst other things,

- Taken on the care and development of the Charities for the Poor, which will probably account for the equivalent of 15 days work a year – whilst this can be recharged to the charities, it still consumes space in the working week
- Assumed responsibility for the General markets, and by extension, events markets as well, which can easily consume 1 day a week in bookings, invoicing and problem solving
- Developed a grants and ward initiatives fund, plus a community resilience fund
- Increased the range of events it is commissioning, which has a significant impact on the amount of financial management necessary, trend which is likely to continue in the next financial year
- Increased the number of committees, which, unlike working groups, require the clerk's time

3.7. In her year end audit, the Council's internal auditor said :-

I would like to congratulate Kettering Town Council on a productive first year. The council has put sound governance arrangements in place and is delivering a range of services, including allotments, small grants, markets and community events. The council also administers Kettering Charities for the Poor. I understand that an Events and Communications Officer will be starting shortly, and I am sure this will be of benefit. However, I would suggest that in the coming year the staffing committee considers workflows and capacity. If the council is to move forward with the ambitious objectives

identified in the corporate plan it is highly likely that the clerk will need further administrative support.

3.4. To make best use of the clerk and deputy clerk's time, the Staffing Committee have agreed to recommend the creation of a new post, employed for 10 hours a week. which will take on the following tasks, either in whole, or shared with the other employees:-

- taking market bookings for general and events markets and liaising with staff who erect stalls
- processing invoices for market and other income, and making payments through the bank for expenditure on markets, events and other activities
- handling applications and processing payments on behalf of the Kettering Charities for the Poor in relation to fuel grants and apprenticing grants
- managing the Council's website and ensuring it is up to date and relevant
- dealing with any customer inquiries .

A full job description and person specification is attached as Appendix one to this report (below)

4. Consultation and Engagement

The Deputy Clerk would be happy to work 28 hours a week.

Council's approval is needed for both these roles, but it can only do so on the recommendation of the Staffing Committee.

5. Finance, Legal and Resource Implications

5.1. The budget for the Deputy Clerk role in this financial year was £18000 (salary, plus employers pension and national insurance costs). The extra costs in this financial year of an increase in hours from Dec 1st 2022 would be £4812 and in a full financial year the total employment cost would be £34587. (this assumes no change in national insurance rates, and the full year effect of likely national pay awards for this year and next).

5.2. For the new post of administrative officer, the costs of a full year's salary, oncosts and IT support amount to £9023, together with the acquisition of a compatible and integrated laptop at a cost of £750. For the current financial year, a start date before Christmas is unlikely so it is assumed that the laptop cost and about £2400 will be incurred.

5.3. For this financial year, the costs can be met from within the overall budget because of underspending elsewhere within it. For next year, the costs need to be included in the draft budget.

6. Policy Implications

6.1. The increase in hours for the deputy clerk would help fulfil the Council's objectives in respect of events management and communications.

6.2. The creation of the post of admin officer would allow the clerk and the deputy clerk to focus more time on service delivery and planning, partnership working and engagement than they can currently.

Background Papers

Reports to Staffing Committee 5/10/22

6/10/22

JOB DESCRIPTION

SECTION ONE		
KETTERING TOWN COUNCIL	Post Title:	Administrative Officer
	Grade/Pay:	£13/hr
	Post Number:	003

SECTION TWO
Responsible to:- Town Clerk Responsible for <ul style="list-style-type: none">- Any resources, assets and equipment owned by or used by the Town Council in the course of their duties.

SECTION THREE – Overall purpose of job
To provide administrative support to the Clerk and Deputy Clerk. .

SECTION FOUR – Principal Responsibilities
DUTIES <ul style="list-style-type: none">• To take bookings for market stalls for general and events markets and liaise with the contractors who erect stalls on market days; to keep an up to date database of regular and casual market traders and to support publicity and communications activity from time to time.• To invoice for the hire of market stalls and pitches and for other income due to the Council; to monitor that invoices are paid.• To capture payments and receipts on the Council's financial management system and to post payments to the Council's bank accounts, whilst complying the Council's financial regulations.• To manage applications received by the Kettering Charities for fuel grants and apprenticeship grants and to post payments to the relevant bank accounts once they have been agreed.• To keep the Council's website up to date and relevant, and monitor its usage.• To support consultation exercises conducted by the Council from time to time.• To help plan and manage the Annual Town Council meeting and the Annual Town Meeting in May each year and up to three further Town Meetings events annually.• To provide support in the delivery of events organised by the Council.• To undertake training and professional development relevant to the role as required.

- To undertake any other duties commensurate with the level of the post as may be required.

SECTION FIVE – Main levels of contact

Internal: The Mayor and Elected Town Councillors. Other staff employed by KTC.

External contacts: .

- Local organisations and groups
- Members of the public
- Suppliers and contractors

SECTION SIX – Terms and Conditions

Salary: 10 hours per week at £13 per hour,

Leave 25 days paid leave a year, pro rata

Vehicle You should ideally have your own car and a clean licence. The Town Council's mileage rate is 45p per mile

Pension – you may be enrolled onto the Northamptonshire local government pension scheme if you choose

Flexible working - The pattern of working hours will be agreed with the postholder, but occasionally some early evening work may be required. Working from home for some of the time can be agreed.

Probation – a probationary period of 6 months will apply to all new entrants to local government service.

SECTION SEVEN

Job Description prepared by M Hammond

Approved by Committee5th October 2022.....

Agreed by: (Post holder)

Date 25th September
2022

PERSON SPECIFICATION – ADMINISTRATIVE OFFICER

	Essential	Desirable
Qualifications	English and Mathematics GCSE (A-C) or equivalent.	.
Knowledge and Experience	Experience of at least 1 year working in an office environment	Knowledge of the role of elected members, and understanding the functions of local authorities.
	Experience of working towards agreed deadlines.	Experience of working in an environment where deadlines change at short notice.
	Can confidently use software packages such as Microsoft Office, Microsoft Excel, Teams, Powerpoint, and MS Forms	Experience of managing budgets and using financial software packages
	Experience of working in a job role where you have managed websites.	
	Experience of working in a customer facing environment.	Experience of conducting public engagement and consultation exercises
Personal Qualities	Works accurately and quickly	
	Well organized and motivated.	
	Can develop and foster effective relationships with a variety of stakeholders.	
Other Requirements		Holds a full clean driving licence and owns a car.