

KETTERING TOWN COUNCIL

REPORT FOR DECISION

Item No:- SC22/005

Committee:-	Staffing Committee
Date:-	5 th October 2022
Author:-	Martin Hammond, Clerk
Report Title:-	New post of administrative officer
Wards Affected:-	None

1. Purpose of Report

To seek agreement for the creation of a new post of administrative officer.

2. Recommendations

The clerk recommends that a new post of administrative officer be created, on the basis of the attached job description and person specification, and, subject to Council approval, that recruitment begin as soon as practicable.

3. Information

3.1. The clerk has been in post for exactly 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.

3.2. 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

3.3. 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 arrangement 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, it is suggested that a new post be created 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 .

3.5. This has been projected out as averaging 10 hours a week.

4. Consultation and Engagement

Council's approval to the creation of this post would be needed, but only on the recommendation of this committee.

5. Finance, Legal and Resource Implications

5.1. Assuming an hourly rate of £13, which hopefully will be competitive in the local market, the additional costs associated in a full year with this post are

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|-----------------------------------|-------|
| - Salary | £6760 |
| - Employers' pension costs | £1723 |
| - Increase in payroll admin costs | £60 |
| - Increase in IT support costs | £480 |

5.2 In addition, a new compatible and integrated laptop will be required at a one off cost of about £750.

5.3. 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. As with the earlier report, there is no provision in the budget for this, but under-spending elsewhere mean the costs can be accommodated. For next year, the base costs above will need to be included in the draft budget.

6. Policy Implications

This proposal will enable the clerk and deputy clerk to focus more on planning, development and service improvement.

Background Papers

- Internal audit report
- Salary calculations

