

Date of Meeting: 12<sup>th</sup> November 2020

## Staffing Review

### 1. Purpose of Report

To consider recommendations for the review of the current staff structure and evaluation of roles.

### 2. Background

The draft Corporate Strategic Strategy currently identifies one of its key themes as **Continuing to develop and learn as an organisation**. Within this theme there is an action to “Review staffing structure to ensure sufficient resources to deliver corporate priorities”.

### 3. Considerations

The draft budget being recommended by the Finance Committee contains funds to conduct the review. Whilst we are in uncertain times with the current pandemic it is good practice and important to prepare the town council for when it is able to work with the community to recover from the affects of the pandemic.

There are many benefits to conducting organisational reviews including:

- Reviewing the effectiveness of existing organisational structure, functions, roles and responsibilities in terms of current objectives and in comparison with best practice. A review will ensure we have in place the correct human resources for the actions within the Strategic Plan.
- By law, employers must not pay an employee less, or give them terms and conditions that put them at a disadvantage, because of their disability, race, religion, sexual orientation or another 'protected characteristic'. A review would ensure parity between roles and responsibilities.
- An organisational structure provides guidance to all employees by laying out the official reporting relationships that govern the workflow. A formal outline of an organisation's structure makes it easier to add new positions in the organisation, as well, providing a flexible and ready means for growth.

The Clerk has contacted an associate of the Society of Local Council Clerks (SLCC) which provides consultancy work through the Local Council Consultancy (LCC). The associate has carried out many staffing reviews and evaluations on behalf of the SLCC, using the joint NALC/SLCC scheme process. Associates are uniquely placed to undertake a thorough analysis of the demands of the posts and the quantitative and qualitative data required to establish recommendations for organisational structures with the correct pay range for roles. After the evaluation, the associate would provide

a detailed report setting out recommendations and methodology and may attend a meeting if requested.

#### **4. Recommendations**

**4.1** That members approve the appointment of an independent consultant experienced within the sector to carry out the review.

#### **5. Financial Implications**

There would be a £900 fee for the review, there could also be additional financial implications as a result of the recommendations if implemented of which a budget has been set aside within the draft 2021/22 budget.

#### **6. Equalities Impact**

The review would ensure compliance with the Employment Equality Act of 2010.

#### **7. Personnel Implications**

There will be no implications as a direct result of conducting the review, but any recommendations as a result of the review may have personnel implications, which are unknown at the moment.

#### **8. Environmental implications**

Not applicable.

#### **9. Consultation**

Not applicable.