



Longridge Town Council

Staffing Committee - Agenda

Members of Longridge Town Council's Staffing Committee are summoned to attend a meeting on Wednesday 23 July 2025 at 18:30 in the Station Buildings, Berry Lane, Longridge.

Welcome by the Current Chair

1. Election of Chair and Vice Chair

2. To receive apologies.

3. Declarations of interests.

Councillors are responsible for declaring any personal/prejudicial or disclosable pecuniary interest **pertaining to matters on this agenda.**

If the personal interest is a prejudicial interest or there is a disclosable pecuniary interest, then the individual member should not participate in a discussion or vote on the matter and must withdraw from the meeting and not seek to influence a decision unless a dispensation request has been submitted in writing.

4. To consider and approve the minutes of 11 December 2024 meeting.

5. Public participation.

This 30-minute session (time limit of three minutes per item/per person) provides members of the public an opportunity to indicate interests in an agenda item and put questions to the Town Council. Such questions may be answered after the meeting or become an agenda item at a future Town Council meeting.

ITEMS for DECISION/DISCUSSION

6. Annual Review of the Staffing Committee's Terms of Reference.

For members to review and approve the Committee's Terms of Reference (enclosed).

7. Clerk and Responsible Financial Officer - Annual Performance Review.

For members to carry out the Town Clerk and RFO's annual performance review.

8. Administrative Assistant

Report of the Clerk (enclosed) for members to consider the appointment of an Administrative Assistant/Deputy Clerk.

ITEMS for INFORMATION/DISCUSSION

9. Consideration of matters not on the agenda.

An opportunity for the Clerk and members to provide updates, raise matters and suggest items for future meetings.

10. Future meetings.

For members to consider dates for the next and future Staffing Committee meetings.

Mike Hill

Clerk and Responsible Financial Officer to Longridge Town Council.

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Mission Statement

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors.
Working to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.



Longridge Town Council

Staffing Committee – *Draft Minutes*

Date:	11 December 2024		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: R. Walker (Chair), D. Jackson and L. Jameson.		
In attendance:	Cllr. P. Smith and the Town Clerk.		
Meeting started:	18:15	Meeting closed:	18:40

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1. WELCOME BY THE CHAIR.

The Chair welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE.

Apologies for absence were accepted from Cllr. Rogerson.

3. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS AND WRITTEN REQUESTS FOR PECUNIARY INTEREST DISPENSATION

None.

4. PUBLIC PARTICIPATION.

There was no general public participation.

Note: Cllr. Smith asked the Chair if he could contribute to Agenda Items 5 and 6. The Chair granted the request and noted that although Cllr. Smith could contribute to the discussions he could not vote on any matter.

5. CLERK AND RFO – ANNUAL SALARY REVIEW

The Clerk submitted a report asking members to note the new pay rates agreed by the National Joint Council for Local Government Services (NJC) and which became applicable from 1 April 2024.

RESOLVED THAT COMMITTEE:

- a. Agree to increase the Clerk’s hourly pay rate to £16.10 in line with the NJC revised pay scales.
- b. Agree to backdate the increase in pay from July 1, 2024 (the Clerk’s start date of employment).

6. CLERK AND RFO – ADDITIONAL SALARY CONSIDERATIONS.

Cllr. Walker submitted a report asking members to consider additional salary matters relating to the Clerk. Members were reminded that the Clerk’s salary was initially set within pay scales 19-24. With the actual starting scale being based on experience and set at 19.

The report noted that the Council currently pay their contracted employees £20 per hour. Members were also reminded that all contracted employees are managed and supervised by the Clerk.

RESOLVED THAT COMMITTEE:

- a. Agree to change the Clerk’s pay scale to 42-46 and set the scale for 2025/26 at £27.50 per hour.
- b. Agree to pay the new rate from 1 January 2025.
- c. Request the Clerk to inform the Council’s pay-role service provider of the new arrangements.

7. APPOINTMENT OF AN ADMINISTRATIVE ASSISTANT.

Cllr. Walker submitted a report asking members to consider the appointment of an Administrative Assistant to support and deputise for the Town Clerk as required.

The Report noted that it was envisaged the post would be office based, permanent, be offered for 6 hours per week (spread over one or two days) and would report to the Town Clerk.

RESOLVED THAT COMMITTEE:

Request the Clerk to look-into the appointment of an 'Apprentice Clerk' and submit a report to a future meeting of the Staffing Committee.

8. CONSIDERATIONS OF MATTERS NOT ON THE AGENDA.

There were no further matters for consideration.

9. SCHEDULE OF MEETINGS.

The next meeting is scheduled for 29 January 2025.

SIGNED BY CHAIR FOR THE MEETING:

DATE:

A signed copy is on file.

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For Information

Staffing Committee Terms of Reference

Adopted: 23 July 2025

Chair: Cllr. Walker

Minute Ref.: 250729/6

The policy is administered by the Town Clerk and will be reviewed annually.

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OBJECTIVES OF THE COMMITTEE

The Staffing Committee is established by Longridge Town Council to oversee all matters relating to the council's employees, ensuring effective management of human resources in compliance with employment law, council policies, and best practices. The committee aims to support a fair, transparent, and productive working environment for all staff while aligning with the council's strategic objectives.

1. MEMBERSHIP

Composition: The Staffing Committee shall consist of four (4) elected members of Longridge Town Council, appointed annually at the Annual Meeting of the Council, plus the Town Clerk. For 2025/26 the elected members are Cllrs. Jackson, Rainford, Spencer and Walker.

Chair: The Committee shall elect a Chair at its first meeting following the Annual Meeting. The Chair will serve for one year and may be re-elected.

Quorum: The quorum for meetings shall be three (3) members.

Ex-Officio Members: The Mayor and Deputy Mayor may attend as ex-officio members but shall not have voting rights unless formally appointed to the committee.

Co-option: The committee may co-opt non-council members with relevant expertise (e.g., HR professionals) in an advisory, non-voting capacity, subject to council approval.

2. RESPONSIBILITIES

The Staffing Committee is responsible for:

Recruitment and Selection: Overseeing the recruitment process for all council staff, including job descriptions, advertisements, interviews, and appointment recommendations to the full council.

Employment Policies: Developing, reviewing, and recommending updates to employment-related policies (e.g., grievance, disciplinary, absence, equality, and health and safety) for council approval.

Performance Management: Monitoring staff performance, including appraisals, training needs, and professional development, ensuring alignment with council objectives.

Terms and Conditions: Reviewing and recommending changes to staff contracts, pay scales, and conditions of service, in line with national guidelines (e.g., National Joint Council for Local Government Services).

Staff Welfare: Promoting staff well-being, including addressing workplace concerns, health and safety issues, and work-life balance initiatives.

Disciplinary and Grievance Procedures: Handling disciplinary, grievance, and capability matters in accordance with council policies and legal requirements, ensuring confidentiality and impartiality.

Confidential Matters: Managing sensitive staffing issues, including disputes, redundancies, or dismissals, and making recommendations to the full council where necessary.

Compliance: Ensuring all staffing practices comply with UK employment law, including equality, diversity, and inclusion obligations.

Budget: Preparing and recommending the staffing budget to the Finance Committee, including salary costs, training, and recruitment expenses.

Reporting: Providing regular updates to the full council on staffing matters, maintaining confidentiality where appropriate.

3. POWERS

The committee has delegated authority to make decisions on day-to-day staffing matters, including recruitment, training, and minor policy updates, subject to budgetary limits set by the council.

Major decisions, such as staff appointments, dismissals, significant policy changes, or salary adjustments, shall be recommended to the full council for approval.

The committee may engage external HR or legal advisors, subject to council approval and budget availability.

4. MEETINGS

Frequency: The committee shall meet at least quarterly, with additional meetings as required to address urgent matters.

Notice: Meetings shall be convened with at least three (3) clear working days' notice, except in emergencies.

Agenda and Minutes: Agendas and supporting documents shall be circulated to committee members at least three (3) days in advance. Minutes shall be recorded and presented to the next full council meeting, with confidential items redacted as necessary.

Confidentiality: Meetings may be held in closed session when discussing sensitive staffing matters, in accordance with the Public Bodies (Admission to Meetings) Act 1960.

5. REPORTING AND ACCOUNTABILITY

The committee shall report to the full council at least annually, summarising its activities, decisions, and recommendations.

The committee is accountable to the full council and must operate within the council's Standing Orders, Financial Regulations, and legal framework.

If the Town Clerk is not present at a meeting, the Chair shall ensure that all committee decisions are recorded and communicated appropriately to the Town Clerk for implementation.

6. REVIEW OF TERMS OF REFERENCE

These Terms of Reference shall be reviewed annually at the Annual Meeting of Longridge Town Council or as required by changes in legislation or council priorities.

Amendments to the Terms of Reference must be approved by the full council.

7. DISSOLUTION

The Staffing Committee may be dissolved by resolution of the full council if it is deemed no longer necessary, with its responsibilities reverting to the full council or another committee.

Agenda Item 7

For Decision/Discussion



Longridge
Town Council

Meeting:	Staffing Committee
Meeting Date:	23 July 2025
Title:	Clerk and RFO – Annual Performance Review
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to carry out the Town Clerk and RFO's annual performance review.

2. Introduction.

The review will address the Town Clerk's performance over the past year, focusing on key responsibilities, achievements, challenges, and objectives for the forthcoming year. The appraisal is conducted by members of the Staffing Committee including the Chair.

Members are reminded that Town Clerk has been in post since 1 July 2024.

3. Members are recommended to:

- Review the Town Clerk's performance over the previous 12 months.
- Consider any support and resources the Clerk may need including funding for training and technology upgrades.
- Explore options for additional administrative support.
- Schedule mid-year progress reviews to ensure objectives remain on track and to address any emerging challenges.

Agenda Item 8

For Decision/Discussion



Longridge
Town Council

Meeting:	Staffing Committee
Meeting Date:	23 July 2025
Title:	Appointment of an Admin. Assistant/Deputy Clerk
Submitted by:	Town Clerk and RFO

1. Purpose of the report.

For members to consider the appointment of an Administrative Assistant/Deputy Clerk to support the Town Clerk and provide the Town Council with a succession plan in the event that the current clerk for whatever reason leaves the post.

2. Introduction.

Members are reminded that for some time they have considered the appointment of an Administrative Assistant/Deputy Clerk to provide support to the Town Clerk. Members are also reminded that at the Staffing Meeting held on 11 December 2024 they requested the Clerk to look-into the appointment of an 'Apprentice Trainee' and report to a future meeting of the Staffing Committee (see Section 6 below).

3. Benefits of employing an Admin. Assistant/Deputy Clerk:

Operational Continuity: The deputy ensures seamless council operations during the town clerk's absence due to illness, vacation, or unexpected emergencies, preventing disruptions in critical tasks like meeting coordination, record-keeping, and legal compliance.

Workload Management: The town clerk's responsibilities, including agenda preparation, minute-taking, budget oversight, and public inquiries, are often time-intensive. A deputy can share these duties, and improve efficiency, especially during peak periods or complex projects.

Specialised Expertise: A deputy can handle specific areas, such as grant applications, public engagement, or compliance with regulations, allowing the clerk to focus on strategic priorities while maintaining high-quality service delivery.

Succession Planning: A deputy is trained and ready to step into the clerk's role if needed, ensuring long-term stability and reducing the risk of leadership gaps during transitions or retirements.

Enhanced Public Service: With a deputy, the council can respond more promptly to resident inquiries, and manage community programs, improving responsiveness and public satisfaction.

Emergency Preparedness: In crises, or legal disputes, a deputy can manage additional workloads, coordinate communications, or liaise with external agencies, ensuring the council remains functional under pressure.

4. Job Description.

Note: A Full Job Description is shown at Appendix 1.

It is envisaged that the post would be office based, permanent, be offered for 6 hours per week (spread over one or two days) and would report to the Town Clerk. The principal duties would be to:

- Carry out administrative duties in the day-to-day running of the Council.
- Deputise for the Town Clerk as required.
- Attend and minute Council meetings as required.
- Assist the Clerk in the coordination of Council events.

In addition, they would carry out other duties of a similar responsibility to those above, which would be allocated by the Town Clerk. The Council would provide funding for any training required by the successful applicant.

5. Financial Considerations.

If appointed, the Assistant would need a laptop, desk, office chair and desk phone.

Item	Cost £	Comments
Monthly Salary. (NJC) SCP (19-23) £16.10 - £17.29.	418.6	6 hours at £16.10 per hour.
New laptop	650	
Desk phone	50	
Desk	350	With drawers
Office Chair	150	

To accommodate an assistant, certain items will need to be removed from the Clerk's office to create space. The Town Clerk has been looking to install a large insulated, weather proof storage unit on the small plot near the bins at the rear of the Council Offices. The estimated cost for this unit would be around £2,800 and could also be used to store the office cleaning equipment currently stored in one of the Council's toilets and as a consequence taking that toilet out of use.

6. 'Apprentice' Clerk.

Formal apprenticeships typically involve working a minimum of 30 hours per week. Off-the-job training, including time spent at college or in training, is factored into the total hours worked. Regulations allow part-time apprenticeships with a minimum of 16 hours per week; the duration of the apprenticeship must be extended proportionally to ensure sufficient training time. For a 16-hour per week role, the apprenticeship duration would need to be extended e.g., a 12-month full-time apprenticeship would extend to approximately 2 years.

- **Training Requirements:** Off-the-Job Training:
Apprentices must spend at least 20% of their working hours on off-the-job training, for a 30-hour week, this equates to a minimum of 6 hours per week. This training can be delivered flexibly (e.g., online, at a college, or in-house) but **must not** occur outside normal working hours unless the apprentice agrees and is compensated.

English and Maths: If an apprentice lacks Level 2 qualifications in English and/or Maths, they must study for these during working hours, separate from the 20% off-the-job training requirement.

- **Apprenticeship Agreement and Training Plan:**

An apprenticeship agreement must be signed by the council, apprentice, and training provider, detailing wages, hours, training, and the apprenticeship standard. This must comply with the Apprenticeships, Skills, Children and Learning Act 2009.

A training plan must outline the knowledge, skills, and behaviours to be developed, the training schedule, and the end-point assessment.

6.1 Considerations

Members are reminded that the main reasons for employing an Administrative Assistant/Deputy Clerk was to provide support to the Town Clerk and provide the Town Council with a Succession Plan.

Following the apprenticeship route would place a time burden on the Town Clerk. Managing an apprenticeship program requires significant oversight, including recruiting, training, mentoring, and evaluation, which could divert the clerk's attention from critical administrative duties.

The clerk's role typically involves managing council operations, preparing agendas, recording minutes, and ensuring compliance with legal and financial obligations. Adding apprenticeship responsibilities could lead to missed deadlines and reduced service quality.

Furthermore, the time-intensive nature of onboarding and supervising apprentices, who often lack experience, may not align with the council's immediate operational needs, especially if resources are limited or urgent priorities demand the clerk's full focus. Alternative staffing solutions, like hiring experienced personnel would likely be more efficient and less disruptive.

Members are recommended:

- a. To note the report.
- b. To consider the appointment of an experienced Administrative Assistant/Deputy Clerk as set out in the report and in the job description
- c. If aggregable to point b. above, request the Clerk to draft an employment contract, advertise the vacancy, purchase the additional office furniture and equipment and purchase and install a shed to create additional office space.
- d. Consider, at a later date, the appointment of an Intern/Trainee.



1. Purpose of the Role

The Administrative Assistant/Deputy Clerk will provide efficient and effective administrative support to the Town Clerk, assisting with the smooth operation of Longridge Town Council's activities. This role is designed to alleviate workload pressures, enhance operational efficiency, and support the delivery of high-quality services to the Council and the community.

2. Key Responsibilities

- **Administrative Support:**
 - Prepare and distribute agendas, minutes, and reports for council meetings under the direction of the Town Clerk.
 - Maintain accurate records, including filing, document management, and data entry, ensuring compliance with data protection regulations.
 - Handle routine correspondence, including emails, phone calls, and letters, acting as a first point of contact for residents and stakeholders.
 - **Financial Administration:**
 - Assist with basic bookkeeping tasks, such as processing invoices, monitoring expenditure, and preparing financial records for audit.
 - Support the Town Clerk in maintaining budget records and preparing financial reports.
 - **Community Engagement:**
 - Assist in organising community events, consultations, and meetings, including logistical support and publicity.
 - Update the council's website and social media platforms with relevant information, as directed by the Town Clerk.
 - **General Duties:**
 - Provide clerical support for council projects, such as grant applications, community initiatives, or policy updates.
 - Maintain office supplies and ensure the council office operates efficiently.
 - Undertake additional tasks as reasonably requested by the Town Clerk to support council operations.
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3. Person Specification

Essential Criteria:

- **Qualifications:** Minimum of GCSE (or equivalent) in English and Mathematics (Grade C/4 or above).
- **Experience:**
 - Proven experience in an administrative role, preferably within a public sector or community-focused organisation.
 - Proficiency in Microsoft Office (Word, Excel, Outlook) and basic IT systems.

- **Skills and Abilities:**
 - Excellent organisational skills, with the ability to prioritise tasks effectively.
 - Strong written and verbal communication skills, with attention to detail in producing accurate documents.
 - Ability to handle sensitive information with confidentiality and professionalism.
 - Basic understanding of financial administration or willingness to learn.
- **Personal Attributes:**
 - Proactive, reliable, and able to work independently with minimal supervision.
 - Friendly and approachable, with a commitment to providing excellent service to residents and councillors.
 - Flexible and adaptable to the varying demands of a town council.

Desirable Criteria:

- Experience in local government or working with community groups.
- Familiarity with social media platforms and website content management.
- Knowledge of basic bookkeeping or financial software.
- Understanding of data protection (GDPR) and local government regulations.

4. Working Arrangements

- **Hours:** 6 hours per week, to be worked flexibly in agreement with the Town Clerk. Some evening work may be required to support council meetings.
- **Location:** Primarily based at the Longridge Town Council office, with potential for occasional remote working by agreement.
- **Probation:** The role is subject to a 6-month probationary period.
- **Benefits:**
 - Enrolment in the Local Government Pension Scheme (if eligible).
 - Annual leave entitlement pro-rata, training opportunities.
- **Pay:** Paid in accordance with the National Joint Council (NJC) SCP pay scale 19-23, dependent on experience, reviewed annually.

5. Application Process

To apply, please submit:

- A completed application form (available from the Longridge Town Council website or office).
- A covering letter outlining how you meet the person specification.

For informal inquiries, contact the Town Clerk at clerk@longridge-tc.gov.uk.

6. Additional Notes

- Longridge Town Council is an equal opportunities employer and welcomes applications from all suitably qualified candidates.
- The role may evolve to meet the changing needs of the council, and the Administrative Assistant will be expected to adapt accordingly.

Approved by: Longridge Town Council Staffing Committee

Date: July 15, 2025