

FAO Shaun Fishenden PSLCC, Parish Clerk,
The Ivers Parish Council
45B High Street, Iver,
Buckinghamshire, SL0 9ND

18th December 2024

Good afternoon, Shaun,

Thank you for your recent request for a quote and providing us with the opportunity to submit a proposal.

If successful, the work will be undertaken by myself, James Corrigan or our highly experienced Associate Chris Rolley, depending on availability and your timetable. Please note we do not use less experienced consultants to do the work behind our experienced consultants.

As detailed in my personal profile below I am uniquely placed within the Local Council sector to be able to undertake the work as an experienced former Town Clerk who has not only supported a Council to win National Council of the Year but is also vastly experienced in the sector and has several professional qualifications including Human Resources, Law, Business Studies and holds CILCA. Chris Rolley is equally highly qualified and has also led his Council to win National Council of the year as well as completing over 100 job evaluations for Councils.

It is our experience both as a Clerk and as consultant that Councils benefit from an independent external evaluation of the staff posts as there can be no accusations of self interest in any proposals. All our 100 plus reviews to date have been adopted and successfully implemented, including most recently Bridgwater Town Council, Houghton Regis Town Council, Ware Town Council, Berwick-upon-Tweed Town Council and Swaffham Town Council.

1 Methodology

1.0 This below is a quote to undertake a job evaluation of the two roles at ERNLLCA. The evaluation of the posts would be in accordance with the Green Book Single Status Job evaluation scheme.

1.2 To undertake the evaluation of the posts we would require the following documentation.

- Confirmation that all JDs are accurate and up to date
- Job Descriptions for all posts to be evaluated
- The current staff structure with all current pay scales included
- Details of the Council budget
- A brief list of the main activities of the Council

- 1.3 A desk top analysis would be undertaken of the organisation via the website (member access will be required) and the above documentation.
- 1.4 The lead evaluator is trained to evaluate posts under the Single Status Agreement and was the Chief Officer at the first Council in the Country of any size to adopt the single status agreement and evaluation. He is also trained evaluator under the 2014 National Agreement and is a fully qualified Associate of the Chartered Institute of Personnel Development.
- 2.0 **The Evaluation Methodology**
 - 2.1 This is done by then assessing both positions using the single status evaluation methodology set out in the Green Book.
 - 2.4 The Green Book single status job evaluation scheme requires assessment against thirteen criteria detailed below. Of these Knowledge scores highest followed by Initiative and Independence.
 - Knowledge and Skills (4 categories) – Knowledge, Mental Skills, Interpersonal and Communication Skills, and Physical Demands.
 - Effort Demands (4 categories) – Initiative and Independence, Physical Demands, Mental Demands, and Emotional Demands.
 - Responsibilities (4 categories) – Responsibility for People, Responsibility for Supervision/Direction/Coordination of Employees, Responsibility for Financial Resources, and Responsibility for Physical Resources.
 - Environmental Demands (1 category) – Working Conditions.
 - 2.5 Throughout the process job evaluation is designed to reward employees for what they are employed to do not necessarily what they would like to do or could do given their experience or expertise or even what they have done in the past. **All evaluations reflect the job requirements and not the abilities of the job holder.** Accordingly, qualifications are also irrelevant for the evaluation the presumption being made that the post holder had to hold all of these to secure the position in the first place. Performance or capability issues are not considered during an evaluation exercise but may influence the salary setting process for individual jobholders in that several factors will determine the spinal column point on which the employee commences, within the scale, following evaluation, including qualifications, expertise and experience.
 - 2.6 The posts where possible will also be evaluated by means of benchmarking with similar Councils, of which we have over 60 on file.

2.7 In evaluating the posts the assessment will have regard to the different ways of structuring pay grades nationally, which includes:

- Short grades – typically used in the sector and supported by the National Agreement from NALC and the SLCC.
- Longer grades or linked grades – linking grades or having longer grades is typically used for graduate trainees or other appointments who are appointed at a lower grade to reflect their experience but with the realistic expectation due to their qualifications and ability that they will progress to a much higher grade in the future. Often incremental rises are not limited to a maximum of one per annum and can be several in one go where performance justifies it.
- A spot salary – typically and often unfairly used for manual positions to enable costs to be closely monitored and controlled. Not considered good practice now as it removes motivation and can readily lead to discrimination cases if only certain section of the work force is limited to one increment point.

3 Fees

Our fee is competitive and will be fully honoured even if it is apparent during the exercise that the work will take longer than anticipated. We calculate the time to complete the evaluation and produce an evidence-based report for eight employees is up to 18 hours costing a maximum of £1295. This would include desk top evaluation of all posts, clarification of any issues by telephone if necessary, and supporting administration. If we expend less time than this, we will reduce the fee accordingly. No charge has been included for virtual attendance at a board meeting to present the report, this would be virtually for an additional fee of £150.

We have professional indemnity insurance and know from experience that if work of this nature is not undertaken with expert support the ensuing costs can be significantly more in terms of officer time and ensuing dispute resolutions.

4 Personal Profiles and references

We have attached our personal profile summaries of professional background and if you require references for similar work, we have undertaken recently in the sector then you may contact the following:

- Bridgwater Town Council (Somerset)
- Swaffham Town Council (Norfolk)
- Houghton Regis Town Council (Hertfordshire)
- Berwick-upon-Tweed Town Council (Northumberland)
- Ware Town Council (Hertfordshire)

5 Summary of Fees (all are maximum fees)

	Item	Fee	Accepted and authorised
1	Job Evaluation of all posts and provide a detailed report	£1295	
2	Attend Virtual meeting to present the report	£150	
3	Additional HR support post adoption of report if required and agreed in advance	£75 per hour	

6 Timeframe

If appointed, we would usually complete this work within 2 weeks of the agreed start date.

Please do not hesitate to contact us should you require any further information or clarification.

Kind regards,

Director
Council HR and Governance Support
(07805) 472859

Personal profile

James Corrigan

James has been the head of paid service at three large pioneering and innovative Town Councils over a period of 22 years prior to which he was a practicing Local Government lawyer for 11 years as well as a part time Parish Clerk for eight years. A leader who enables individual and team building and development to ensure the best possible service.

Since 2021 James has been the Director of Councils HR and Governance Support where together with the ever-growing team, he provides HR and Governance advice to over one hundred client Councils as well as delivering projects such as Organisational Reviews, investigations, recruitment and disciplinaries including settlement agreements.

James was a National Advisor (part-time) for the Society of Local Council Clerks for 10 years giving primarily HR advice to Clerks / Councils and was a trained evaluator of posts in accordance with the 2004 National Agreement. Building on this he qualified as a full member of the Chartered Institute of Personnel Development. Achieving many HR successes including leading the first Council in the Country (of any size) to complete single status, first Town Council to secure Investors in People and supporting two Modern Apprentices to win national awards. He uniquely now provides qualified HR support to Councils as a highly experienced former Town Clerk and Local Government Lawyer.

During his time as Town Clerk / Chief Executive notable successes were achieved including.

- Winner of National Council of the Year
- First Council in the Country to achieve Investors in People status.
- First Council in the Country to complete single status review.
- First Local Council to be awarded 5 Green Flag Awards
- Secured more than £3 million in grants over a four-year period.
- Winner of Princes Trust award for services to youth
- Developing business plans resulting in the biggest grossing commercial income Town Council in the Country at over £1.7 million per annum
- Developing large capital projects including £2 million football Academy and £1.6 million restaurant and golf venue
- Re-designed a medium-sized Town Council from a one with twelve employees and a budgeted income of £950, 000 to a large Town Council with forty-eight employees and a budgeted income of more than £2.4 million.

Facilities and operations that have been managed include.

- Restaurant and events venues generate more than £550,000 per annum revenue income.
- Theatre, restaurant, and café facilities generate more than £500,000 income.
- Award winning golf course running at an annual profit of over £100,000 per annum.
- A large youth football academy including ten pitches, café, and changing facility.
- Numerous events some attracting over 10,000 visitors.
- A vibrant profitable seafront including all cafes and concessions as well as beach huts and art features.

Whilst working in County Durham James was commissioned by Durham County Council to develop part of their bid for Unitary Status. This included the development of their community plan via Parish and Town Councils and as a result securing funding on a permanent basis for a County Association from the County Unitary. Also involved in the Unitary development of Hartlepool Borough Council in 1996 as part of his post graduate management degree.

Whilst working full time as a Town Clerk / Chief Executive James also undertook ad hoc work for other Local Councils including delivering training, HR advice, recruitment, and Council reviews. Also employed by County Associations to deliver training on their behalf, primarily Durham and Sussex & Surrey CALC's but including Hertfordshire and Cumbria.

A member of the board of the fledgling professional arm of the SLCC and was an active member of the NALC Larger Councils Committee.

Holder of three professional qualifications, a qualified Chartered Lawyer, Chartered Manager, and Chartered HR CIPD professional, also holds CILCA.

Now a full-time Consultant working in the Council sector providing advice and support in HR, Governance, Business Planning, Project development, visioning, and efficiency reviews. He is the only consultant in the sector with extensive experience as a Town Clerk whilst also being CIPD qualified.

James has been involved with over one hundred Local Councils as a consultant undertaking various aspects of work including ongoing HR and governance support, organisational reviews, job evaluation, training, visioning days, redundancies, organising settlement agreements and investigations.

James Corrigan

CMgr FCMI, FCILEx., Chartered MCIPD, DMS, PG Dip HR, PG Dip L&SM

jamescorrigan@chrgs.co.uk

07805 472859

Recent testimonials James Corrigan

Councillor Peter Atkinson

Ferryhill Town Council

"James has a great work ethic and a vast experience in Local Government workings. He also easily adjusts to any given situation or business problem. James is always willing to help others and goes that extra mile to achieve goals. A pleasure to have collaborated with him and I have no hesitation recommending him to potential clients and businesses."

Emma Payne PSLCC BA Hons

Town Clerk at Stotfold Town Council

"James is the epitome of a seasoned local government professional. He provides creative assistance and counsel on a range of topics within HR and governance. His profound expertise, acquired through years of involvement in local government, remains applicable and fitting. I have engaged his services multiple times to deliberate upon potentially challenging situations, and he consistently devises pragmatic approaches to address the matters."

Gareth Davies

Town Clerk Hexham

"Getting James on board as our strategic HR advisor was, in retrospect, a great decision - he is clear sighted, well informed, experienced, and easy to work with. Getting James on board as our strategic HR advisor was, in retrospect, a great decision - he is clear sighted, well informed, experienced, and easy to work with."

Belina Boyer FSLCC

Parish Clerk

"James Corrigan and Council HR and Governance Support completed a re-evaluation of all council posts as well as a separate organisational review for us. His insight into the local council sector shone through in all our conversations. His knowledge and expertise meant that both staff and Councillors trusted and respected his judgement, even if it was not always palatable. James's assessments were clear, honest, and authoritative."

It was most valuable to have an external agency carrying out the reviews.

Having James and his team undertaking the reviews avoided numerous sources of conflict within the team and between staff and Council. James Corrigan and Council HR and Governance Support completed a re-evaluation of all council posts as well as a separate organisational review for us. His insight into the local council sector shone through in all our conversations. His knowledge and expertise meant that both staff and Councillors trusted and

respected his judgement, even if it was not always palatable. James's assessments were clear, honest, and authoritative."

Chris Rolley

Personal Profile

Chris Rolley is a consultant working solely within, and for, the local councils sector. His specialist skills and extensive knowledge of this, the first tier of local government, means he is well placed to assist local council practitioners, and their councils meet the challenges of

- The localism agenda.
- Public sector cuts and the need to ensure efficiency and effectiveness throughout the organisation.
- Societal change and the needs of the community.
- Ensuring quality is the imperative that drives service delivery.
- Providing value for money everywhere, and
- Achieving successful outcomes through people.

Chris provides a distinctive and value driven consultancy support service, which always recognises the primacy of the client and guarantees added value in everything he does. Client confidentiality is assured as is the quality of the service we commit to provide.

Chris had a successful career in local government initially in county, city and district councils before transferring to the local council sector in 1985 to take up the post of Town Clerk to East Grinstead Town Council, a quality local council with investors in people status, a position he held for over 25 years and where he led many innovative projects including a theatre, new heritage centre and wedding venue culminating in winning Council of the year.

Chris has an honours degree from the Open University specialising in humanities and social sciences, and professional qualifications in business studies and municipal administration, achieved at Leicester Polytechnic. In 2006/2007 he was elected National President of the Society of Local Council Clerks. He was National Chairman of the 41 Group Best Value Councils between 2000 and 2009, throughout the duration of the regime. He is a former officer adviser to the NALC Larger Councils Committee and has been a trainer at national, regional and county levels.

Since becoming an associate, Chris has undertaken over 100 varied assignments for over 60 different local councils. Specialising in Organisational Reviews and Job Evaluations.