

Notice of a meeting of the

Personnel and Administration Committee

5th February 2024 at 7.30pm

Park Room, Didcot Civic Hall



All members of the Personnel and Administration Committee are summoned to attend this meeting for the transaction of the business on the agenda.

Admission of the public and media

The Council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960.

Reports and minutes

We add reports and minutes to our website.

Recording, photographs and filming

The press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such members of the public may be recorded or photographed during the meeting.

We ask that anyone wishing to record or photograph the meeting notifies the Town Clerk before the start of the meeting.

Public participation

The Council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Orders 30-32 on a matter before the Committee).

At the relevant time during the meeting, the Chair will invite members of the public to present their questions and statements. To contact the Town Clerk, please email – jwheeler@didcot.gov.uk

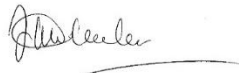
Agenda

1. To receive apologies
2. To receive declarations of interest
Members should declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's code of conduct.
3. To agree the minutes of the meeting held on 4th December 2023 as a true record – *see minutes attached*
4. Questions on the minutes as to the progress of any items.
5. To review the up-dated Didcot Volunteer Policy – *see attached papers.*
6. To discuss the enforced change of website provider – *see attached papers.*
7. To review the draft new website for the Civic Hall – *link sent in separate email.*
8. To approve membership renewal of the Society of Local Council Clerks for the Town Clerk and the Deputy Town Clerk – *see attached report.*
9. Progress Report – *see attached*

10. EXCLUSION OF THE PRESS AND PUBLIC

Pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 the committee will be asked to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

11. To receive a staffing report– *verbal up-date at meeting*



Janet Wheeler

Town Clerk

30th January 2024

Voting Committee members:

Cllr C Jennings (Chair) Cllr J Loder (Deputy Chair)

Cllr H Macdonald Cllr D Macdonald Cllr G Ryall

Nominated substitute Committee members:

Cllr T Worgan Cllr O Glover Cllr L Hislop

Cllr D Guerra Aragao Cllr M Khan

Didcot Town Council

Personnel and Administration Committee Monday 4th December 2023 at 7.30pm All Saints Room, Didcot Civic Hall



Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this committee.

Councillors

C Jennings (Chair)
J Loder (Deputy Chair)
L Hislop (subbing for George Ryall)

Officers:

Mrs J Wheeler (Town Clerk)

38. Apologies

Apologies were received from Cllr G Ryall. Cllr D Macdonald apologised after the meeting. Cllr H Macdonald was absent.

39. Declarations of interest

None declared.

40. To approve the minutes of the meeting held on 9th October 2023

It was proposed by Cllr C Jennings and seconded by Cllr J Loder and RESOLVED to approve the minutes as a true record. The vote was unanimous. There were no amendments.

41. Questions on the Minutes

There were no questions.

42. To consider the up-dates on the Annual Leave and TOIL Policy

The Committee discussed the detail of the up-dates and asked the Town Clerk to clarify the maximum number of TOIL hours allowed – twenty-one hours – and that these must be used in the six month period worked. So the clock re-sets at the end of September and at the end of the year. If a member of staff has extenuating circumstances they should bring it to the attention of their line manager. These changes would be drafted in to this policy and it was RESOLVED TO RECOMMEND this policy to full Council.

43. To discuss a policy for paying the Real Living Wage for staff and also for suppliers

It was noted that all DTC staff are paid above the National Living Wage – and those over 18 years of age are being paid at the new Real Living Wage rate of £12 per hour. The Committee asked the Town Clerk to draft a policy to ensure that outside suppliers must pay this rate as a minimum for those doing work for DTC. The draft policy would come to the next P&A meeting.

44. To review the initial information on Youth Councils and to agree the next steps

Several members would like to set up a Youth Council. Cllr Jennings is keen to give the young people a voice in Didcot. Information from NALC was attached to the agenda. It was AGREED to set up a steering group to progress the Youth Council. This will be led by Cllr Chris Jennings and Cllr Sarah Nohre.

45. To approve the close down dates for Christmas 2023 and the new year

The following dates were confirmed:

The Council Offices and the Civic Hall would close from midday on Friday 22nd December 2023 and re-open on Tuesday 2nd January 2024.

46. To review the potential for Didcot Town Council to set up self-guided trail apps to help promote local facilities

The Committee were keen to progress this idea and to work with the Didcot Garden Town. This project could be expanded to include other villages in the Didcot Garden Town area. The Town Clerk would work on a brief and get some costs.

47. Progress report

The Committee reviewed the progress report and agreed with the actions. The Committee asked if the Office team could complete the data protection training by the end of March 2024.

48. Exclusion of the press and public

It was **RESOLVED** to exclude the press and public from the meeting pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

49. To approve the salaries budget for 2024 -2025 and proposed staff increments

The salaries for the 2024 – 2025 budget and the proposed increments were discussed and approved for presentation to the F&GP Committee on 18th December 2023. These would be ratified at the full Council in January 2024.

50. To receive a Staffing Report

The Town Clerk up-dated the Committee on staff matters including recruitment for the Estate Officer role; staff illness and staff behaviour. It was AGREED that the Council would recruit two grounds operatives to join the outdoor team. The advert would offer both full time and part time options.

The Committee were pleased with the staff efforts on Remembrance Sunday – and asked the Town Clerk to pass on their thanks.

The comments on overall workload for both the outdoor team and the office staff was noted.

The meeting closed at approximately 9.05pm.

Signed _____ Chair Date _____



Volunteering policy

Introduction

1. Didcot Town Council is committed to working with volunteers and welcomes voluntary and community involvement. This policy sets out the principles for volunteering with Didcot Town Council and is of relevance to everyone concerned with recruiting, supporting, developing and managing volunteers and promoting volunteering activity.
2. Volunteering is an unpaid activity where someone freely gives their time to help an organisation or an individual who they are not related to. Volunteers are not paid staff and do not have a legally binding contractual relationship with the Council.
3. People volunteer for a variety of reasons, including:
 - For social reasons
 - To put something back into the community
 - To regain or learn new employment skills
 - To occupy their time

Principles

4. The Volunteering Policy is underpinned by the following principles:
 - Volunteers can enhance the Council's services and increase Council contact with the local community
 - The Council can learn from the skills and experiences of volunteers
 - Volunteers are recognised as important team members
 - Volunteers should be properly integrated into the Council and fully understand their roles and responsibilities
 - Officers work positively with volunteers and understand the Council's position when engaging volunteers
 - Volunteers are complementary to paid staff
 - Volunteers can engage with the diverse range of Town Council activities
 - The Council will value and respect the individual providing equality of opportunity for volunteering involvement

Scope

5. This policy applies to individuals and small numbers of volunteers that assist the Council over a period extending beyond one occasion rather than one off events that may require the assistance of large numbers of people.

6. It does not apply to Members of the Council who may on occasions be called on to volunteer to Clerk either a Full Council or Committee meeting.

Recruitment and selection of volunteers

7. The Council is committed to equal opportunities and believes that volunteering should be open to all.
8. Anyone offering to volunteer with the Town Council will be asked to complete and sign an application form indicating the volunteering areas of interest and providing details of two referees. Volunteers will be required to sign a confidentiality agreement.
9. Depending on the role, applicants will meet with Town Council officers to discuss.
10. The Council may contact referees and if the role is such that it may require additional checks such as Disclosure and Barring Service, the Council will complete these in advance of acceptance as a volunteer. There will be no cost to the volunteer.
11. Once accepted, the Council will issue written confirmation to the volunteer setting out the terms of reference for their volunteering activity.
12. Where known opportunities exist, volunteering vacancies will be advertised.
13. The acceptance of a volunteer for a particular role should be based on the selection criteria being met; this being the individual's ability to do the specified task subject to the needs and restrictions of the location.
14. If the volunteer will be working alone with children or vulnerable adults, an **Enhanced** Disclosure and Barring Service (DBS) check will be required.
15. If the Town Council decides that an individual is not suitable for the volunteering role, or if they become unsuitable for a volunteering role, they will be advised of the reason and of any other opportunities, as appropriate.

Induction and training

16. All volunteers will receive an induction into Didcot Town Council and the role they will undertake. **This will include full health and safety induction training.**
17. All volunteers will have a named Officer as their main contact. They will be provided with regular supervision and support with progress fed back to them and any further development and future opportunities identified to them.

Equipment

18. The Council provides adequate and appropriate facilities, equipment and resources to enable volunteers to fulfil their role.

Expenses

19. Individuals will receive reimbursement for permissible expenses in accordance with HMRC's rules for volunteer activities.

Insurance

20. All volunteers are covered by Didcot Town Council's public liability insurance whilst they are on the premises or engaged in work with or on Didcot Town Council's behalf.
21. Volunteers should not be expected to use their own vehicle for undertaking voluntary duties, such as transporting goods, unless they are appropriately insured and the documentation has been checked.

Equal opportunities

22. Didcot Town Council operates an equal opportunities policy in respect of both paid officers and volunteers.

Confidentiality and Code of Conduct

23. Volunteers will be bound by the same requirements for confidentiality as paid Officers.

Complaints and Conduct

24. Should a volunteer have a complaint regarding how they have been treated as a volunteer when providing their services to the Council, they can raise the matter using the Council's Employee Grievance Procedure.
25. Volunteers whose conduct is deemed to be unacceptable by the Clerk or HR Committee can have their services terminated with immediate effect. Appeals must be submitted to the Leader of the Council who will appoint an Appeals Panel to hear the matter.

Policy review: February 2024 – Personnel & Administration Committee

Ratification at the full Council meeting on 4th March 2024

Personnel & Administration Committee

5th February 2024

Report author: Janet Wheeler



To decide whether to continue with Shuttlefish Multimedia Ltd - the new website provider

Introduction

The company 2commune has been our website provider for many years. We received an email on 5th January 2024 from Tina Britt – the Managing Director. It was to announce that the website provided by their business partner – Shuttlefish Multimedia Limited – has been the unfortunate victim of an ongoing dispute between the two companies. The result is that the Didcot Town Council website will no longer be available after 31st March 2024 unless the Town Council resolves to continue with Shuttlefish.

Background information

I am still in the process of clarifying how we purchase our .gov domain name and emails. I think we purchase direct from the Government. I believe Air IT host our emails. This is something we were not expecting – therefore we have no budget to create a new website and no available staff time to carry out this work immediately. Our renewal with 2commune was October 2023 at a cost of £150 + vat.

Views of the staff

Staff in the office were consulted on whether to go for another website provider or whether to transfer to Cuttlefish. The view was that in the short term a transfer would ensure continuity for the following reasons:

- Concern over the size of the DTC website – much larger than ones we have created in-house such as Fleet Meadow and the Civic Hall currently being worked on.
- Archived data must be contained and in the public domain.
- DTC website needs to have a professional provider due to the complexity of the information it holds.
- Renew for now but spend the next twelve months looking at alternative providers and ensure there is a budget to change in the next financial year if the Council wishes to do so.

Agenda item 6 – Website provider

- It is likely that the renewal with Cuttlefish could be a lot more expensive so additional budget would need to be found for the 2024-2025 financial year.

Recommendation

Renew with Cuttlefish to continue the website seamlessly from 31st March 2024. Spend time getting to know the new company and explore what improvements are possible. Look at other Town Council websites and their providers and make a decision next September whether to go out to tender or to remain with Shuttlefish.

Legal and risk Implications

There is information such as the Annual Return and financial documents; agendas and minutes which must be in the public domain and on the website. A competent website provider is essential to ensure that Didcot Town Council operates as transparently as possible and informs the residents of the decisions and activities.

Janet Wheeler
Town Clerk

Janet Wheeler

From: Tina Britt <tinabritt@2commune.com>
Sent: 05 January 2024 17:48
To: Tina Britt
Subject: Message from 2commune Limited - Notice of Discontinuation of Website Service

Follow Up Flag: Follow up
Flag Status: Completed

Dear Customer,

As you may be aware, we resell websites provided by our business partner Cuttlefish Multimedia Limited (Cuttlefish).

We regretfully need to advise you that due to an ongoing dispute with Cuttlefish they have notified us that they will no longer supply the website technology to us (2commune) after 31st March 2024. Therefore, we will not be able to continue to supply your website after that date and you will need to find an alternative website supplier.

We are very sorry and deeply saddened to have to advise you of this. We've loved working with you over the years and we thank you for your business and support.

It is our intention to continue with the supply of domains and email accounts (if you have them with us). We are currently investigating the possibility of working with other website suppliers / providers and we will provide you with more details about this as soon as possible.

We will be in touch with your council regarding your account.

Kind Regards
Tina

Please could you confirm receipt of this message.

Tina Britt
Managing Director
Office : 0116 412 0034
Mobile: 07837 448807
Email : tinabritt@2commune.com
[2commune Limited](#), The Old Rectory, Main Street,
Glenfield, Leicestershire. LE3 8DG

Janet Wheeler

From: Cuttlefish Multimedia <localcouncils@cuttlefish.com>
Sent: 09 January 2024 15:30
To: Janet Wheeler
Subject: Important information about your website

Follow Up Flag: Follow up
Flag Status: Flagged



Important information about your website

You will have heard that 2commune will no longer be licensing Cuttlefish website software from 31st March 2024 - but please don't worry, because if you want to keep your existing website going, we can provide your hosting directly from then onwards!

You'll keep the **same** website, with the **same** features at the **same** price, but will contract with the software developers directly (Cuttlefish) rather than 2commune.

Is my website being shut down?

Not if you want to keep it! Although 2commune will no longer be licensing Cuttlefish's website software, we are still happy to provide the hosting to clients directly.

Therefore if you wish to keep your existing website, you'll just pay us direct. Your website and price is remaining the same, but you'll now get support straight from our team.

How do I contract directly with Cuttlefish?

Don't worry, we're going to make it nice and easy!

If you wish to keep your current website, just let us know and we'll send you a link to our Cuttlefish contract to eSign. We'll then send you an invoice for payment with a few options on how to pay. We understand the importance of your budgets and so will prorate your payments to keep renewals in the same month annually that you are used to.

Further information and updates will be shared on our website here:

<https://cuttlefish.com/local-councils>



Janet Wheeler

From: Parish Online <support@parish-online.co.uk>
Sent: 10 January 2024 16:48
To: Janet Wheeler
Subject: Parish Online Newsletter #47 - 2commune special

Follow Up Flag: Follow up
Flag Status: Flagged



Happy New Year to all. This is a shorter newsletter than normal as there's one important thing to cover, so we'll get straight to it....

WEBSITE MIGRATION | Helping 2commune customers migrate to Parish Online Websites

Throughout December and into the New Year we've been in discussion with Ray and Tina from 2commune. If you're not aware, their technology partner for hosting their websites (Cuttlefish Multimedia) has said that they're going to work with 2commune customers directly as of the end of March. It's blindsided Ray and Tina after dedicating many years working for, and with, councils across the UK.

We want to make sure that councils currently contracted with 2commune don't end up without a website and email service, or be forced into a new contract with a new supplier who are unproven in local council market, so we've drawn up a migration plan.

We're offering:

- **Free migration.** We will transfer a councils website content over to our Parish Online Website service. Although this will be a different design and the functionality will be slightly different, it'll give ex-2commune customers a modern, responsive and accessible website that holds all the information they need to uphold their legal obligations, and more. We will bear this migration cost in full.
- **Free gov.uk domain.** For councils that currently use org.uk, co.uk, org etc domains, we'll pay for you to have a shiny new gov.uk domain. For those already

with gov.uk domains, we'll pay for their upkeep just as we do with our existing customers.

- **No budget issues.** We will only start invoicing parishes when their old 2commune subscription expires. This means you won't get stuck having to find new money to pay Cuttlefish that's not been budgeted for in this financial year.
- **Price-match.** We will price-match or beat 2commune's current pricing model, so no council will pay more by migrating to Parish Online Websites.

To take us up on this offer, please click the link below or go to:
www.parish-online.co.uk/2commune

[Migration Form](#)

SURVEY (REMINDER) | Take our customer satisfaction survey



There's still time to fill in our customer satisfaction survey!

We'd love to hear from you whether you're a long-time user of our software, recently joined, or are considering us as a supplier.

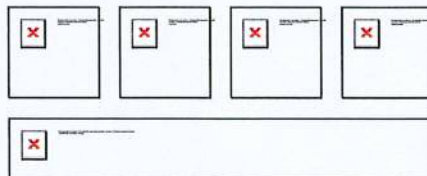
Please be honest, it's what will help us improve and make better services for your.

[Take the survey](#)

Thanks for reading,

Chris Mewse
Parish Online
Local Authority Technology CIC

[Sign up to Parish Online digital mapping](#) | [Get a quote for Parish Online Websites](#)



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Church Cottage House
Church Square
Basingstoke
RG21 8UP
United Kingdom

Janet Wheeler

From: Cuttlefish Multimedia <localcouncils@cuttlefish.com>
Sent: 16 January 2024 16:31
To: Janet Wheeler
Subject: Clarifications on your website provision

Follow Up Flag: Follow up
Flag Status: Flagged



Clarifications on your website provision

Hi All,

We are aware that there have been mixed messages and incorrect information shared over the last week by well-meaning individuals and competitive web developers alike. We thought we'd send an email to abate any concerns ourselves.

2commune are no longer licensing our website software from 31st March 2024, but that does **NOT** effect your website provision.

Cuttlefish will be providing your website provision directly from 1st April 2024, and we can **INCLUDE** your domain and email management too.

Cuttlefish Multimedia Ltd built the website software 20 years ago and have been actively nurturing the system since before 2commune became a reseller of it. Although we have remained 'behind the scenes' from a branding perspective, whenever you have posed any technical queries to 2commune they have been raised to and fixed by Cuttlefish.

The only difference is that going forwards you will have a contract with Cuttlefish and not 2commune - **EVERYTHING ELSE WILL REMAIN THE SAME**

When do I get sent a Cuttlefish contract?

We are sending personalised links to each council to check their services and sign the Cuttlefish general terms contract.

We started sending these out last week, but we are aware that the domains were not listed for some councils. We will be fixing this for those effected and re-sharing the link.

All councils will be contacted in batches over the next couple of weeks and so please wait for your link to be emailed.

What about my domain and emails?

Some councils may be happy to stay with their current provider, and some manage these themselves i.e. via GoogleMail. However for those that would like to transfer your domain and email management over to us, we can do this for you too.

On the personalised sign up link we are sending to your council, simply indicate that you would like us to manage your domain and emails and we'll sort the rest.

What do I need to do?

Please wait for your personalised council link, on which you can:

- Read through your listed services that can now be provided by Cuttlefish
- Download the general Cuttlefish contract for your review
- eSign the contract
- View upcoming invoices

Once you have eSigned the document, you are done and your provision will transfer seamlessly to Cuttlefish from 1st April.

Refunds

Some councils paid 2commune for services beyond the 31st March 2024 and so should be entitled to prorata refunds. Please direct any queries about this to 2commune.

For those councils effected by the above, Cuttlefish have also committed to waiving any web hosting costs until their usual 2commune renewal date to help with their current budget allocations. Details will be on effected councils personalised sign up link and will appear as 'waived' on any generated invoices.

I'm due to re-contract before 31st March, what do I do?

2commune have been issuing pro-rata renewals up until 31st March (e.g. for 3, 2 or 1 month/s), and so you are still able to contract directly with Cuttlefish from 1st April using the personalised link.

Should I expect anything to change?

Your website, functionality, hosting fees, domains and emails - will all remain the **SAME**.

However, your support queries will be submitted to the Cuttlefish team directly.

We are also looking forward to sharing some exciting new system features and website designs that we have provided to our other clients! We'll be rolling these out over the coming months.



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Janet Wheeler

From: Cuttlefish Parish & Town Councils <localcouncils@cuttlefish.com>
Sent: 18 January 2024 14:12
To: Janet Wheeler
Cc: localcouncils@cuttlefish.com
Subject: Continue your existing website with Cuttlefish



Hello Didcot Town Council,

We are pleased to provide further details should you wish to continue with your existing website service from 1st April 2024 for stress-free continuity.

Same great functionality

We can provide the same website, domain and emails that you currently have, with the same access and functionality that you are used to. There will be no need to learn anything new, migrate information or rewrite anything.

Same price

We will be providing the same service rates that you currently pay and we will not be charging hosting for the months prior to your usual 2commune renewal dates.

Same compliance

We will ensure that your website meets all government compliance requirements and stay abreast of new developments.

New support

Our helpful and dedicated team at Cuttlefish, with over 20 years of experience with council websites, will be happy to assist you directly with queries and training.

Please find below a **confidential personalised** link for your council where you can:

- Check and enter details about your council
- Confirm your renewal date
- See copies of your personalised quote and upcoming invoices
- Review and e-sign your contract

Please only share it with authorised users within your council.

ITEM 7
link via email.

Janet Wheeler

From: Arek Guzinski
Sent: 22 January 2024 12:03
To: Janet Wheeler
Subject: Proposed Civic Hall website

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Janet,
I hope you are doing well.
I have been working on the Civic Hall website over the past few weeks, aiming to simplify the process and link it together with the Fleet Meadow site.
It will also simplify the Town Council website, as it would de-clutter the pages and navigation.
The website can be found via the following link:

If you are happy with it, we can register a .co.uk domain for £7 a year.

With best wishes,

Arek Guzinski

Estate Officer

Tel: Didcot Civic Hall

Email: aguzinski@didcot.gov.uk



Didcot Town Council contact details: 01235 812637 / council@didcot.gov.uk / www.didcot.gov.uk

Didcot Civic Hall contact details: 01235 512436 / civichall@didcot.gov.uk /



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Personnel & Administration Committee

5th February 2024

Report author: Janet Wheeler



Membership of the Society of Local Council Clerks (SLCC)

Introduction

The Town Clerk has been a member of SLCC for over twenty years. Some Councils have paid the membership fees and sometimes the Town Clerk has paid. The organisation provides valuable information and access to other Town and Parish Clerks throughout the UK. Members may wish to look at the website – www.slcc.co.uk to find out more.

Benefits of membership

Membership of this organisation is essential to help the Town Clerk and the Deputy to do their jobs as well as possible. As the attached letter and leaflet show there is access to a huge programme of training; qualifications; conferences; local Government news; and there is also the Larger Councils Forum where any question can be posted and Clerks around the country will share information and offer advice gained by their own personal experiences.

Oxford Branch of SLCC

The Town Clerk is an active member of the local branch and have held the posts of Secretary and Treasurer. We meet four times a year around the county and offer encouragement and support to each other – especially to new parish clerks.

Recommendation

That the Council recognise the benefits of membership for both the Town Clerk and the Deputy Town Clerk. *(NB the GDPR training will be through SLCC for just £30 for each member of staff even if they are not direct members).* The cost of membership is based on salary:

Town Clerk - £418

Deputy Town Clerk - £298

Janet Wheeler
Town Clerk

Council Offices, Britwell Road
Didcot

OX11 7HN

Phone: 01235 812637
www.didcot.gov.uk
E-mail: council@didcot.gov.uk
Fax: 01235 512837

Mrs Janet Wheeler
Didcot Town Council
Council Offices
Britwell Road
Didcot
Oxfordshire
OX11 7HN

December 2023

Dear Janet,

Renew your SLCC membership online TODAY!

Firstly, we would like to thank you for your valued support and commitment over the past year. We hope that your membership has provided you with training, guidance, advice, and support so that you can develop the professional skills, knowledge, and experience necessary to best serve your council(s) and community.

Your membership has enabled us to accomplish so much in 2023, some of the highlights include:

- Providing you with access to specialist VAT, Stamp Duty Land Tax and Land Transaction Tax (LTT) advice through our partnership with national tax consultants, PSTAX. This advice can be accessed through the SLCC advisory service.
- Continuously updating and increasing our range of advice notes, guidance notes and model documents available in the online advice library.
- Six editions of The Clerk magazine – now available to read in The Clerk magazine app on app store or Google play store.
- A host of conferences, courses and themed summits held throughout the year on a variety of topics such as Finance, Planning, HR etc. As well as topical, informative webinars on applying for the Community Ownership Fund, civility and respect and local council elections etc.
- SLCC Podcasts – giving you the chance to listen to stories and relevant insights from sector experts, fellow clerks and other inspiring guests at your convenience.
- Access to SLCC Rewards providing money saving rewards for you and your council.

According to our records your annual membership is due for renewal on the 1st March 2024.

To renew your membership please visit www.slcc.co.uk and follow the steps below:

1. Login using your existing SLCC login details. If you have not yet created a MEMBERSHIP

SLCC

For Local Council Professionals



Join our Community

Society of Local Council Clerks (SLCC) is the professional body for local council clerks and senior council employees in England and Wales.

We ensure that our members are equipped with the necessary knowledge, training and skills to thrive within their role and best support their council and community.

Founded in 1972 and celebrating our 50th anniversary in 2022, SLCC has gone from strength to strength, starting with just 50 members and now representing clerks to over 5,000 parish, town and community councils.

Whether you seek expert advice, to develop your professional career or simply build relationships with your fellow clerks, we can offer you the support and recognition you deserve.

"I have worked for the Parish Council for a number of years and finally I have taken the plunge to retire! SLCC has been an excellent organisation which has offered support to me over many years of service, providing advice and motivation towards carrying out the important roles of clerk & RFO."

Jan Capon, Former RFO to Loose Parish Council

"I would just like to place on record my appreciation of the support and help I have received over the years from SLCC; the role of clerk can be very solitary as we face varied challenges and I would have found it incredibly difficult without the advice and assistance that I have been given from SLCC, so many thanks to you all, it has been much appreciated. The Staffordshire branch of SLCC has been a source of friendship and useful knowledge and this has been invaluable, given how isolated the role of clerk can be at times."

Liz Harrington-Jones, Former Clerk to Chebsey Parish Council

Not sure which membership to apply for?
Whether you're new to the sector or have years of experience, our range of membership means that there is a level to suit everyone.

- **Full membership** - receive all the services SLCC has to offer, to qualify you must be a clerk or other senior employee in a paid clerking position of town, parish or community councils, joint committees of town, parish and community councils, parish and community meetings, or charter trustees.
- **Affiliate membership** - includes some of the benefits of full membership, however, members may only attend branch meetings with the agreement of the relevant branch, may not vote and are not eligible to attend the SLCC's Annual General Meeting (AGM). Membership is available to anyone with a role or interest in local councils.
- **Student / Principal / Fellow membership** - progress your full or affiliate membership, develop your career and gain recognition with the Professional Development Scheme (PDS). The PDS contains grades of membership which are awarded on a combination of experience, Continuous Professional Development (CPD) and qualifications. Visit www.slcc.co.uk/develop to view the criteria.
- **Past Service membership** - Left your council? Remain a member at a reduced rate and access to all the benefits of a full member except for the advisory service.
- **The Clerk Magazine** - Need more copies of The Clerk magazine? The Clerk magazine is included in the price of all the memberships above, although some members like a second copy to share with their council.

2024 Membership Subscription Rates

Full Membership

(Please total your gross annual salary or your gross pro-rata salary from all of your councils.)

Gross Annual Salary	Joining Fee (new and lapsed members only)	Annual Subscription
Up to £1,000	£5	£75
£1,001 - £2,000	£5	£76
£2,001 - £3,000	£5	£80
£3,001 - £4,000	£8	£105
£4,001 - £6,000	£8	£112
£6,001 - £8,000	£10	£144
£8,001 - £10,000	£10	£148
£10,001 - £15,000	£12	£183
£15,001 - £20,000	£12	£188
£20,001 - £25,000	£15	£229
£25,001 - £30,000	£15	£238
£30,001 - £35,000	£15	£288
£35,001 - £40,000	£20	£298
£40,001 - £45,000	£20	£348
£45,001 - £50,000	£20	£357
£50,001 - £55,000	£20	£416
£55,001 - £60,000	£20	£418
> £60,000	£20	£475

Membership Type	Joining Fee (new and lapsed members only)	Annual Subscription
Student	£0	£15
Principal or Principal (Affiliate)	£0	£55
<small>(In addition to the cost of full or affiliate membership)</small>		
Fellow or Fellow (Affiliate)	£0	£85
<small>(In addition to the cost of full or affiliate membership)</small>		
Affiliate	£15	£206
Past Service	£0	£42
Clerk Magazine only	£0	£36

Making your Case for Membership



We understand that your council may not realise the benefit of your professional membership and, furthermore, appreciate why the council should subsidise the cost of the subscription. The following information can be utilized to help your council to understand the value of membership:

Okay but isn't SLCC in competition with NALC and the County Associations which represents councils?

No. SLCC and NALC (on behalf of itself and County Associations) signed a Strategic Partnership statement in 2017 which established, among other things, that:

'NALC and SLCC are clear in their support for councils to be members of their county associations and NALC and for clerks to be members of the SLCC and active in their county branches. In that way councils get the best possible support for the professional development of clerks; and training and advice for councils and councillors.'

NALC and SLCC will work together to raise the sector's reputation with the public, with Government, and with other national and local stakeholders and to ensure that government and other policies support local councils to help local communities.'

For more information or to join visit www.slcc.co.uk/membership



Under what power may councils pay the subscription of their clerk to SLCC?

The Local Government Act 1972 s 143 (1) (b) states that, 'a local Authority may pay reasonable subscriptions, whether annually or otherwise, to the funds of any association of officers or members of local authorities which was so formed.'

Do many councils pay the SLCC subscriptions of their clerk under these powers?

According to the 2023 Membership Survey, 97% of members' councils pay for their clerks' subscription, as encouraged by the Local Government Act.

Well that's all very well but you would say that wouldn't you. Who else agrees with you?

National Association of Local Councils (NALC), Local Government Association (LGA), and the Department for Levelling Up, Housing and Communities (DLUHC).

'Your clerk (and the council) benefit if the clerk is a member of the SLCC. SLCC provide legal, financial and other advice, a useful training pack and considerable support and guidance from the clerks' network. Your council may wish to pay the clerk's subscription to the SLCC. There is also information available on the SLCC website www.slcc.co.uk.' As stated in the Good Councillors Guide 2018.



10 Reasons to Join



1. Contact our team of experienced, expert advisors by telephone or email for answers to your professional queries
2. Access fantastic money-saving benefits with SLCC Rewards! Take advantage of a wide range of online and offline discounts for the clerk as well as the council
3. Read our bi-weekly news bulletin containing the latest sector news and information
4. Join our online, professional forum to participate in open discussions with your colleagues and benefit from their experience
5. Access over 700 best practice advice documents on a range of topics
6. Review our bi-monthly magazine called 'The Clerk' packed with advice, information and case studies
7. Discover the latest sector legislation and regulation at our events for a reduced rate
8. Advertise your councils' job on our website for a reduced rate
9. Maintain good practice by studying for a sector qualification or attending a training course for a reduced rate
10. Network with fellow clerks and discuss current issues at regular county based branch meetings

ITEM 9 - PERSONNEL AND ADMINISTRATION COMMITTEE – PROGRESS REPORT

Meeting/minute	Item/topic	Up-date/status	Review date/meeting
Data Protection Policy	Policy and Data Breach procedure to be reviewed	Town Clerk to receive some training in order to become the Data Protection Officer	All staff signed up and will be doing their training ongoing.
Min 20 July 2023	Long Service awards	Funded proposal	Quote awaited for badge – Town Clerk to chase.
Min 33 – October 2023	Speak to Didcot stakeholders re working with youth	Initial discussion with TRAIN so far	Have spoken to TRAIN charity but next steps need to be clarified
Min 37 – October 2023	Employee Handbook full review	HR consultant to progress in new year	With the consultant
Min 37 – October	Review of all employment policies to ensure they complement the handbook	DTC to progress as the employee handbook review is completed	After consultant and P&A Committee approve the draft.
Min 43 - December	Draft policy for paying the Real Living Wage to suppliers – staff already paid	Policy part drafted but not ready for this meeting	April 2024 meeting
Min 44 – December	Setting up a Youth Council	Steering group to be set up	Cllr Jennings and Cllr Nohre to progress
Min 46 - December	Brief and costs for a self-guided app to promote local facilities	Not yet progressed due to work load	April 2024 meeting if ready
November full Council	Motion to ban prizes of live animals on events held on DTC land	Not yet progressed due to work load	April 2024 meeting if ready