

## HR and Governance Support Quotation

Sean Higgins  
Finance & Administration Manager  
Ware Town Council  
The Priory, High Street  
Ware,  
Hertfordshire  
SG12 9AL

9<sup>th</sup> March 2023

Dear Sean,

Thank you for your call today, it was good to catch up with you. As discussed please find attached our quotation set out below, please also find attached some of our lead consultants personal profiles for your information.

As discussed within the below quote we will review all contracts of employment to ensure they are compliant, we will supply a staff handbook and will provide regular bulletins and updates relevant to the Council HR needs.

**We are unique in the sector in that we are the only HR support organisation at which we are not only CIPD qualified but also have over 25 years of Parish and Town Council experience. This ensures that when we give you advice we ensure that you implement the advice legally and in accordance with your policies / constitution and the law. We are also unique in that we offer advice on Local Council Governance also.**

As CHRGS Ltd grows we can now provide comprehensive cover to support myself with a number of new experts joining the team including David Ashlee, former Town Clerk at Dunstable for 16 years, one of the largest Town Councils in the country and Peter Finnis a long-standing Monitoring Officer with 35 plus years' experience in Local Government. These compliment our existing team which includes Helen Plant, former Town Clerk at Lancing and two other winners of Council of the year who also support our company from time to time.

In calculating the fees we have reduced the impact of the significant number of casual staff you employ at the Lido and at Ware Priory Trading for events to what they would normally equate to reflect the fact that Ware Town Council is a very well run Council.

I hope the below is of interest as we would welcome working with Ware Town Council into the future. If the Council would like to meet via zoom to discuss our offer we would be more than willing to do so.

If you require anything further please do let me know. I look forward to hearing from you as soon as you are able.

Kind regards

James Corrigan  
Director  
Council HR and Governance Support  
(07805) 472859

## 1 Our service to you

- Reassurance that your Council knows it has professional HR and Governance Support available at any time during office hours from qualified professionals who know and understand your Council
- Unlimited advice on all your employment law issues including performance management, maternity, TUPE, redundancy, disciplinaries, grievances, dismissals and types of employment contract
- You will have a named advisor
- We will review your contracts of employment to ensure they are legally compliant
- Uniquely we also provide advice on non-HR Local Government procedural matters and Governance, we can often help with the most diverse range of information matters within the sector
- We will draft bespoke HR letters as and when required
- Regular email bulletins are provided on both HR and Local Council hot topics and changes

## 2 How we provide our services to you

Our office hours are currently 9am – 5pm Monday to Friday, this may increase if demand dictates this to be a useful addition.

You will ordinarily be able to speak direct to your advisor, if he/she is not available due to holiday a qualified HR professional will be available. Your advisor will be updated on any support given during their absence, so they are aware of what is occurring at your organisation.

If your query is not urgent email correspondence can be used.

## 3 Contracts and Staff Handbook

Upon signing your agreement and making payment as detailed in 1 above if you supply us with all of your contracts of employment we will review these to ensure they are legally compliant.

We will supply you with a bespoke Local Council staff handbook which takes account of the peculiarities of Local Councils. This will be updated to ensure it remains compliant throughout your contract with us.

## **4 Discounted optional additional services**

We are able to provide the following services as an optional one off extra at a discounted rate from our normal fee structure.

### **Organisational review**

We have experience of supporting over 50 local Councils to design and implement new organisational structure that improve efficiency, effectiveness, and service delivery. We would be happy to supply a quote to provide this service upon request.

### **Visioning and developing a Strategic Plan**

We have significant experience of supporting the development of bespoke strategic plans to ensure your Council has a clear vision for the future and has realistic objectives that meet the local communities' aspirations. We will support you in developing a culture of delivering on your strategic plan and how to integrate it with your performance management systems.

### **Business Planning to generate income from assets**

We specialise in creating simple business plans for Council assets to generate surplus income to support local services. We can analyse your assets to give recommendations on where income can be generated from and from that develop a business plan, or we can simply develop a business plan for an existing project.

### **Policy writing**

We can write suitable bespoke policies to meet all of your governance requirements.

### **Recruitment**

With our expert knowledge and experience within the Parish and Town Council sector our team of Advisors who can support the recruitment process from marketing to appointment. Our experience within the sector ensure that we secure more applications than would otherwise be achieved. We can also ensure that appropriate practitioner questions and observation of answers take place to significantly reduce the risk of making a poor appointment.

### **Training courses**

We can provide training in most areas related to the operation of Parish and Town Councils; these include;

- How to lead your Council to success
- Code of Conduct
- Chairmanship, the law, and the tips on how to do a good job



- Councillor Induction and update training
- Politics before and after elections – Silly season
- Planning Law for Local Councils
- Bespoke Induction training for Councillors
- Bespoke update training for Councillors
- Tips on being an efficient and professional Clerk
- How to develop a clear Communications Strategy
- Managing a team
- Performance management and motivation at work
- Operations management for Local Councils
- Budget planning and Precept setting

### **Bespoke training**

We can also provide bespoke training courses covering areas to suit your Council. Training can be provided both on site and virtually.

### **Investigations, hearings and appeals**

We are able to support the Council with any disciplinary matters that may require investigation or conducting hearings and appeals utilising our experienced team of investigators.

### **Settlement agreements**

We can draft appropriate settlement agreements and support negotiations to secure a amicable settlement for all parties

## **5 Annual fees**

The fees are given on the basis of a team of sixteen permanent members of staff and up to 55 seasonal / casual employees:

The annual fees vary depending on the length of the contract three or five years.

3 year contract	£2300 per annum
5 year contract	£2000 per annum

## 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. A leader who enables individual and team building and development to ensure the best possible service.

James was a National Advisor (part-time) for the Society of Local Council Clerks for 10 years giving primarily HR advice to Clerks and was a trained evaluator of posts in accordance with the 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 a 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 in excess of £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 12 employees and a budgeted income of £950, 000 to a large Town Council with 48 employees and a budgeted income of in excess of £2.4 million

Facilities and operations that have been managed include;

- Restaurant and events venue generating in excess of £550,000 per annum revenue income
- Theatre, restaurant and café facility generating in excess of £500,000 income
- Award winning golf course running at an annual profit of over £100,000 per annum
- A large youth football academy including 10 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 Corrigan

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

[jamescorrigan@councilhrandgovernancesupport.co.uk](mailto:jamescorrigan@councilhrandgovernancesupport.co.uk)

07805 472859

## David Ashlee

### PROFILE

An experienced strategic and operational manager. Having over 25 years experience of senior management in local government (the past 16 as a chief executive), David has a wide range of skills that enable him to effectively manage complex organisations. Committed to excellent service delivery, David understands the importance of efficiency and has developed a good track record of continuous service improvement.

### MANAGEMENT / LEADERSHIP STYLE

David has developed a strong leadership style and is confident in setting out a clear organisational direction. His facilitative management style enables him to gain trust and loyalty amongst his workforce and the confidence of his Councillors. Politically astute, David is able to provide clear and consistent advice and has a particular ability to simplify complex issues and plot clear strategies to overcome difficult situations.

### AREAS OF SPECIALISATION

David specialises in understanding organisational dynamics. Experienced in managing change, David has overseen considerable growth within his previous organisation as well as developing new and improved governance arrangements. In addition, David specialises in resource management, be that human, physical or financial resources and has a strong track record of developing productive working arrangements with external partners.

### PREVIOUS EXPERIENCE

David has worked for 3 different local authorities in the principal and town and parish sectors. Since beginning his career in 1986, David has worked at many different organisational levels covering a range of different services and functions including strategic and policy roles and commercial / direct delivery roles. Overall, David has 37 years' experience. David was seconded to the Audit Commission in 2002 to carry out Best Value and CPA inspections at two different local authorities (district and metropolitan councils) and was also the lead peer reviewer for the first ever peer review carried out in the town and parish sector of local government working with both the Local Government Association and the National Association of Local Councils. He has now successfully completed a number of various commissions as an associate consultant with Council HR and Governance Support.

### QUALIFICATIONS AND TRAINING

David has a Master's Degree in Strategic Management from Brunel University and a BA (Hons) Degree in Leisure Studies from Leeds Metropolitan University. He also holds the





Certificate in Local Council Administration (CiLCA), has completed a wide range of specific courses (various HR related training, service specific training and professional development courses), and completed the ODPM Leadership Course. David has also completed a Prince II project management training course and was a member of the Society of Local Authority Chief Executives (SOLACE) and the Society of Local Council Clerks (SLCC).



## Personal profile

### Peter Finnis

Peter has been a corporate chief officer for two large borough/district councils (Eastbourne Borough and Lewes District), culminating in a local government career of 40 years continuous service. He holds a professional qualification in public administration from Brighton University. He took early retirement in October 2020 and is now a part-time Consultant working in the Council sector providing training, advice and support, primarily in Governance, Democracy, Standards and Organisational Reviews, as well as conducting independent formal investigations.

Peter's main professional specialisms are in local democracy and corporate governance, and he has extensive experience in training and developing elected members and staff in these areas. As a former Statutory Monitoring Officer and Clerk to the Council, Peter's knowledge of the democratic process and constitutional lawfulness is extremely broad. An experienced leader of teams and individuals, Peter places great importance on coaching and developing others to enable them to succeed and prosper, thus delivering the best possible service. He has been the lead officer in conducting all elections in the localities for many years.

Peter has a passion for creating innovative projects that directly benefit local communities. In 2007, he created and introduced the country's first local authority devolved ward budget scheme which allowed local Councillors to fund hundreds of community projects and improvements in their areas. Similar schemes have now appeared around the country and many approached Peter for guidance in advance of their creation.

Following his early retirement in 2020, he became a CIC Board Director for Volunteers Network in Eastbourne and helped create the town's first community larder with the objectives of combatting both poverty and food waste. This was hugely successful and, again, led to the subsequent creation of other similar schemes, particularly in areas of high deprivation. This work was recognized nationally and led to Volunteers Network being honoured with the Queens Award for Voluntary Services in 2022.

Peter has been a lead figure in a number of major organisational, political and strategic reviews and re-organisations. In the lead up to the last major local government review, which introduced Cabinet style systems in 2000, Peter pre-empted the legislation by a year to introduce a pilot in Eastbourne and constructed a whole new constitution around it. This was such a success that, when the subsequent national legislation was formally introduced, nonsignificant changes to the Eastbourne model were required.

He has taken the lead in implementing two major district council organisational reviews and, in 2011, won for Eastbourne the overall South-East Council of the Year IESE award for the

transformation of Eastbourne Borough Council just two years after it was ranked bottom of the league by the Audit Commission.

In 2015, Peter was a lead officer in merging the workforces of Eastbourne and Lewes, introducing the innovative 'customer first' form of agile working to create a single workforce serving two authorities covering much of East Sussex with a population totalling over 200,000.

In addition to all the above, Peter was a District Council chief officer for many other central service areas, including Corporate Planning, Emergency Planning, Human Resources, Legal Services, Press and Public Relations, and Strategic Development. As such, he was always seen as a key advisor to the Chief Executive and Council Leaders. As Monitoring Officer, Peter had the autonomous role in upholding standards and ethics and, due to his open style and extensive knowledge, he was always seen as a fair and trusted colleague and advisor by all Councillors he worked with.

As an associate for Council HR and Governance Support Peter has used his expertise to provide training to Local Councils in areas such as Chairmanship, code of conduct and member officer relationships. He has also acted as a Locum Town Clerk, most recently at Midsomer Town Council.

Peter's style is to be open and friendly but also firm in identifying problems and issues. He enjoys providing innovative solutions, always focusing on the desired outcome.

Peter Finnis

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