

## HR and Governance Support Quotation

6<sup>th</sup> July 2022

Helen Carrier  
Deputy Town Clerk  
Swaffham Town Council  
Town Hall  
4 London Street  
Swaffham  
Norfolk  
PE37 7DQ

Dear Helen,

Thank you for your call yesterday and subsequent email. As discussed please find attached our quotation set out below, please also find attached my personal profile for your information.

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.

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

- 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 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.



## 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

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