

Reduction of Frodsham Town Council administration costs.

It includes:

1. Reduction of committees therefore reducing administration workload.
2. Changing FTC staff terms of Employment.
3. Setting a 'maximum' of hours available to FTC administration each week.
4. Any other cost saving suggestions.

Background.

Over the last two years, FTC administration costs have increased because Frodsham Town Councillors have allowed bureaucracy to grow...at the cost of the Frodsham Precept payer.

It is also an opportunity to widen the number of people who can be involved in Frodsham Council business. Issues such as minimum wage, contract versus employment already endorsed by Frodsham Town Council.

These are some ideas of how to reduce such costs.

1. Reduce committees.

Reduce committees to four.

1. Environment.
2. Communities.
3. P & P....TOTALLY re-modelled. An open committee as opposed to the secretive one it now is.
4. Cemetery.

Provide each committee with independent administrative support. 5 hours @ £8.00 per hour, per meeting. 10 meetings each year costs:

$$5 \times £8.00 \times 10 = £400 \times 4 = £4000.$$

Frodsham Town Council administration.

Role of Frodsham Town Clerk. Make this role immediately redundant.

Role created August 2016

Split it into:

Technical & non-technical administrative.

Allocate 10 hours per week at technical level @ £15.00 per hour.

Create a new role of: Frodsham Town Council Monitoring officer who is primarily responsible for the lawful oversight and implementation of FTC Standing Orders and Local Government law.

The FTC Monitoring officer to liaise with FTC Councillors by appointment only. These meetings to be formal. Informal meetings not chargeable against allocated 10 hours per week. No overtime. No days in lieu allowance.

- **Already, residents have asked why the Technical Monitoring Officer should be paid a premium of £5.00 per hour. Good point as there is no actual requirement for a suitably qualified person to hold this appointment. Potential additional saving of £50.00 per week, ie £2000 per annum.**

Create a new role of Frodsham Town Council Administration manager. Contractor status.

Allocate 16 hours per week at admin cost level @ £10.00 per hour.

Bookkeeper

Currently a Contractor role, keep as is.

4 hours per week @ £10.00 ph = £40.00 x 40 weeks = £1600pa.

Administrative assistant.

Role created Sept 2016.

Role to be made redundant as FTC Committees admin work managed by committees.

Estates manager.

Role created March 2018.

Hours to be reduced to 16 per week @ £8.00 per hour.

FTC receptionist.

Role created January 2018. Currently paid minimum wage. Role paid for by CW&C. Not sure who has employment liability.

Estimated annual costs

1. Employed FTC Monitoring Officer = £7500 + oncost (£2000)	£9500.
2. FTC contractor bookkeeper @ £10.00 per hour = £40pw x 40 weeks =	£1600
3. FTC contractor admin manager @ £10.00 per hour= £160pw x 40 weeks=	£6400
4. FTC Estates manager @ £8.00 per hour=£128pw x 40 weeks	£5140
5. Receptionist...as is.	
6. FTC committees support.	£4000
Totals:	£26640.