



Staffing Committee Meeting

To be held on 15th June 2026 at 2pm at Frodsham Town Council
Office, 44 Main Street, Frodsham WA6 7AU

Meeting Pack

Contents

Agenda	Summons to the meeting dated 09/07/2026 (members J Critchley, H Hayes, B Wade, G Wood)
Item 7	Staffing Committee terms of reference
Item 8a	Job and person specification for Cemetery Clerk/Admin Officer
Item 8b	Vacancy advertisement

The following councillors are summoned to attend the Staffing Committee Meeting to be held at 2pm on Wednesday 15th July at 44 Main Street, Frodsham, WA6 7AU

Members: Cllrs J Critchley, Hayes, Wade and Wood

Members of the press and public are welcome to attend. The quorum for this meeting is 3.

Signed: *Jo O'Donoghue (FSLCC)* Town Clerk

Dated: 09/07/2026

Meeting 1

1. To appoint a Chair to service until the Annual Town Council Meeting in May 2027
2. To appoint a Vice Chair to service until the Annual Town Council Meeting in May 2027
3. Apologies and reasons for absence

To receive apologies and approve reasons for absence from members.

4. Declarations of interest

To note any declarations of interest on items which are on the agenda.

5. Suspending Standing Orders

To note Standing Orders require that any suspension be approved by resolution of the meeting, in accordance with Standing Orders 1(r)(ix) and 25(a). This process will apply to all items other than agenda item 6.

6. Public participation

Members of the public are invited to speak on items which are on the agenda in accordance with FTC policy on public speaking at meetings: <https://frodsham.gov.uk/wp-content/uploads/2023/10/Publicspeaking-at-meetings-2023.pdf>

7. Staffing Committee terms of reference

- a) To note terms of reference which have been compiled by the Town Clerk with reference to the most recent UK employment legislation
- b) To recommend the terms of reference to full council on 27th July 2026.

8. Recruitment (advertisement)

- a) To note the Job Description and Person Specification for the post of Cemetery Clerk and General Administrative Officer.
- b) To note that the vacancy advertisement was submitted to ChALC on 8 July 2026 with a closing date of 12.00 noon on Monday 10 August 2026.
- c) To approve the proposed recruitment timetable, including interviews taking place during the week commencing 24 August 2026.

9. Exclusion of press and public

To resolve that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.ⁱ

10. Interview process

- a) To approve the shortlisting criteria and scoring matrix (note that this will be sent separately to members of the committee and will not be published on the council website).
- b) To approve the interview questions and interview scoring matrix (note that this will be sent separately to members of the committee and will not be published on the council website).

- c) To approve the candidate assessment and selection matrix (note that this will be sent separately to members of the committee and will not be published on the council website).
- d) To appoint an interview panel comprising two councillors and the Town Clerk

11. Close of meeting

ⁱ <https://www.legislation.gov.uk/ukpga/Eliz2/8-9/67/section/1>



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Staffing Committee Terms of Reference

Status: Draft for consideration by the Staffing Committee

1. Purpose

The Staffing Committee is established by Frodsham Town Council to exercise, on behalf of the Council, those employment functions delegated to it by the Full Council.

The Committee shall ensure that the Council fulfils its statutory responsibilities as an employer, complies with employment legislation and nationally recognised good practice, and promotes a positive, safe and professional working environment for all employees.

The Committee shall report its decisions and recommendations to the next available meeting of the Full Council, except where matters are confidential by law.

2. Membership

The Committee shall consist of four councillors appointed annually by the Full Council.

The Committee shall elect a Chair and Vice-Chair annually.

The quorum shall be three members.

Substitute members shall only be permitted where authorised by the Council's Standing Orders.

3. Chair of the Staffing Committee

The Chair of the Council should not ordinarily be appointed as Chair of the Staffing Committee.

This separation of roles reflects good governance and helps maintain independence between the Council's political leadership and its role as employer.

The Chair of the Council may serve as a member of the Staffing Committee if appointed by the Full Council but should not ordinarily be elected Chair of the Committee unless exceptional circumstances exist and the reasons are recorded in the minutes.

4. Meetings

The Committee shall meet as required.

Meetings shall be convened in accordance with the Council's Standing Orders.

Agenda papers shall be issued within the statutory timescales.

Employment matters concerning identifiable employees shall normally be considered in confidential session as exempt information.

5. Delegated Functions

The Staffing Committee shall:

Recruitment

- Review staffing structures.
- Recommend the creation or deletion of posts.
- Approve job descriptions and person specifications.
- Approve recruitment procedures.
- Appoint interview panels.
- Approve interview questions and selection criteria.
- Make appointments where delegated by Full Council.
- Recommend appointments to Full Council where required.
- Confirm successful completion of probation periods.

Employment Matters

Determine requests relating to:

- Flexible working.
- Homeworking and hybrid working.
- Changes to contractual hours.
- Job sharing.
- Compressed hours.
- Occupational Health referrals and recommendations.
- Reasonable adjustments.
- Disability-related workplace adjustments.
- Other employment matters requiring employer approval.

Performance and Development

- Consider recommendations arising from employee appraisals.
- Monitor employee wellbeing.
- Approve training and development.
- Consider recommendations relating to salary progression.
- Consider extensions to probation where appropriate.

Employment Policies

Review and recommend employment policies to Full Council including:

- Appraisal Policy
 - Flexible Working Policy
 - Homeworking Policy
 - Sickness Absence Policy
 - Grievance Procedure
 - Disciplinary Procedure
 - Capability Procedure
 - Lone Working Policy
 - Equality Policy
 - Whistleblowing Policy
 - Health and Safety Policies
 - Staff Handbook
-

6. Matters Reserved to Full Council

The following remain reserved to the Full Council:

- Approval of the staffing establishment.
- Staffing budgets.
- Creation or deletion of permanent posts.
- Appointment or dismissal of the Town Clerk.
- Approval of salary scales and national pay awards.
- Salary progression where reserved by Council.
- Significant contractual changes.
- Adoption of employment policies.

7. Delegation to the Town Clerk

The Town Clerk shall be responsible for the day-to-day management of all employees.

This includes:

- allocating work;
- supervising staff;
- managing attendance and sickness absence;
- approving annual leave and routine leave;
- arranging training;
- supporting employee wellbeing;
- implementing decisions of the Council and Staffing Committee.

The Town Clerk shall undertake annual appraisals for all employees who report directly to the Town Clerk in accordance with the Council's Appraisal Policy.

Following each appraisal, the Town Clerk shall submit a confidential report to the Staffing Committee outlining:

- appraisal outcomes;
- agreed objectives;
- training requirements;
- performance observations;
- recommendations regarding salary progression where appropriate;
- recommendations concerning contractual changes or other employment matters.

The Staffing Committee shall consider those recommendations and make recommendations to Full Council where required.

The Town Clerk shall have no delegated authority in relation to matters concerning their own employment.

8. Town Clerk Employment Matters

The Staffing Committee shall act on behalf of the Council in relation to all employment matters concerning the Town Clerk.

The Committee shall appoint two members of the Staffing Committee annually to undertake the Town Clerk's appraisal in accordance with the Council's approved Appraisal Policy.

Those members shall:

- undertake the annual appraisal in accordance with the approved Appraisal Policy;
- review performance against agreed objectives;
- agree objectives for the forthcoming year;
- identify development needs;
- prepare a confidential appraisal report for consideration by the Staffing Committee.

The Staffing Committee shall consider the report and make recommendations to Full Council regarding:

- salary progression;
- contractual changes;
- professional development;
- performance;
- wellbeing;
- any other employment matters requiring Council approval.

The appraisal documentation shall remain confidential.

9. Relationship Between the Council and its Employees

Frodsham Town Council, acting as a corporate body, is the employer of all Council employees.

The Council has a duty of care and legal responsibility to all employees and shall ensure that they are treated fairly, consistently and lawfully in accordance with employment legislation, nationally agreed terms and conditions (where adopted), the Council's policies and procedures, and the principles of natural justice.

The Town Clerk reports to the Town Council as a corporate body.

The Staffing Committee exercises only those employer functions delegated to it by the Full Council.

No individual councillor, including the Chair of the Council or the Chair of the Staffing Committee, has authority to direct, instruct, supervise or manage the Town Clerk or any other employee in relation to their employment, duties, priorities, terms and conditions unless such authority has been expressly delegated by a resolution of the Full Council or the Staffing Committee.

The day-to-day management of all employees is delegated to the Town Clerk.

Councillors shall not issue instructions directly to employees or seek to influence the performance of their duties other than through lawful decisions of the Council or the Staffing Committee.

Any concerns regarding the Town Clerk shall be referred to the Staffing Committee.

Concerns relating to other employees shall be raised with the Town Clerk.

Employees are accountable to the Council as the corporate employer and are entitled to work in an environment that is professional, respectful and free from bullying, harassment, intimidation or undue interference.

10. Grievances, Disciplinary Matters, Conflicts of Interest and Procedural Fairness

The Staffing Committee shall ensure that all employment matters are dealt with fairly, consistently, impartially and in accordance with the Council's adopted employment policies, employment legislation and the principles of natural justice.

Grievances Against Councillors

Where an employee raises a grievance against one or more councillors, those councillors shall take no part whatsoever in the grievance process.

They shall not:

- participate in meetings;
- receive confidential reports beyond that necessary as a councillor;
- investigate the matter;
- determine the outcome;
- hear any appeal;
- seek to influence the process.

Grievances Against Members of the Staffing Committee

Where a grievance concerns one or more members of the Staffing Committee, those councillors shall immediately withdraw from all stages of the process.

Should this result in the Committee no longer being quorate, Full Council shall appoint an impartial panel of councillors who have had no prior involvement in the matter.

Grievances Against the Town Clerk

Where a grievance concerns the Town Clerk, the Town Clerk shall take no part in administering the procedure.

This includes preparing agendas, reports, minutes or advising the Committee.

The Staffing Committee shall appoint another suitably qualified officer or an independent HR adviser to administer the process.

Grievances Involving Other Employees

Where another employee is the subject of a grievance, that employee shall take no part in determining or administering the procedure.

The Town Clerk shall normally administer the process unless there is a conflict of interest.

Independent Advice

The Committee may appoint independent HR advisers, investigating officers or legal advisers whenever considered necessary.

Appeals shall always be heard by councillors who have had no previous involvement in the matter.

11. Confidentiality

All staffing matters shall be treated as confidential.

Members shall comply with the Data Protection Act 2018, UK GDPR and all relevant legislation relating to exempt information.12. Declarations of Interest

Members shall declare any disclosable pecuniary interest or other conflict of interest.

Any member with a conflict, or who may reasonably be perceived as biased, shall withdraw from all discussion and decision-making relating to the matter.

13. Legal Compliance

The Committee shall ensure compliance with:

- Local Government Act 1972;
- Employment Rights Act 1996;
- Equality Act 2010;

- Health and Safety at Work etc. Act 1974;
 - Data Protection Act 2018;
 - UK General Data Protection Regulation;
 - Working Time Regulations 1998;
 - ACAS Code of Practice on Disciplinary and Grievance Procedures;
 - National Joint Council (NJC) Terms and Conditions (where adopted);
 - the Council's Standing Orders, Financial Regulations and adopted employment policies.
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14. Reporting

The Committee shall report all non-confidential decisions and recommendations to the next meeting of the Full Council.

Confidential matters shall be reported only where necessary and without disclosing personal or exempt information.

15. Review

These Terms of Reference shall be reviewed annually by the Staffing Committee and any proposed amendments shall be submitted to Full Council for approval.



Frodsham TOWN COUNCIL

44 Main Street

Frodsham

WA6 7AU

☎ 01928 735150

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JOB DESCRIPTION

Job Title

Cemetery Clerk and General Administrative Officer

Responsible to

Town Clerk

Responsible for

No direct line management responsibility.

Salary

SCP 13–17 (or as determined by the Council)

Hours of Work

15–20 hours per week (or as agreed), worked flexibly to meet the operational needs of the Council.

Job Purpose

To provide efficient administration of Frodsham Town Council's cemetery in accordance with all relevant legislation, regulations and Council policies, whilst providing high-quality administrative support to the Town Clerk and Assistant Clerk across the Council's services.

The postholder will be responsible for the day-to-day administration of the Council's cemetery, maintaining statutory burial records, supporting the Council's financial administration, maintaining public information, and assisting with the Council's website and general office administration.

The postholder will promote a professional, efficient and compassionate service to residents, funeral directors, contractors and other stakeholders.

Principal Duties and Responsibilities

1. Cemetery Administration

To administer the Council's cemetery in accordance with:

- The Local Authorities' Cemeteries Order 1977.
- The Burial Act 1857 and subsequent legislation.
- Health and Safety legislation.
- UK GDPR and the Data Protection Act 2018.
- The Council's Cemetery Regulations and policies.

Responsibilities include:

- Acting as the first point of contact for cemetery enquiries.
 - Liaising with funeral directors, bereaved families, grave owners, stonemasons and members of the public.
 - Receiving and processing applications for burials, cremated remains interments and memorial permits.
 - Booking burials and ensuring all statutory documentation is completed accurately.
 - Maintaining the statutory Burial Register.
 - Preparing and issuing Deeds of Grant of Exclusive Right of Burial.
 - Processing transfers of Exclusive Rights of Burial.
 - Processing applications for memorials and ensuring compliance with Council regulations.
 - Maintaining accurate grave ownership records.
 - Maintaining all cemetery records using the Council's Epitaph cemetery management software.
 - Recording all burials, grave ownership, memorial permits, transfers and associated documentation within Epitaph.
 - Ensuring information held within Epitaph is accurate, complete and up to date.
 - Producing cemetery reports and statistical information from Epitaph.
 - Assisting with cemetery inspections and reporting maintenance issues.
 - Supporting memorial safety inspections and maintaining associated records.
 - Assisting with reviews of cemetery policies and procedures.
 - Ensuring all cemetery records are maintained accurately and confidentially.
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2. Financial Administration

To support the Town Clerk with the Council's financial administration by:

- Processing purchase invoices using the Council's Rialtas accounting system.
- Raising sales invoices where required using Rialtas.
- Recording receipts and income.
- Recording cemetery income accurately.
- Preparing documentation for payment runs.
- Assisting with banking records.
- Reconciling cemetery income with burial records.
- Assisting with budget monitoring information.
- Maintaining accurate financial filing systems.
- Assisting the Town Clerk in maintaining accurate financial records in accordance with the Council's Financial Regulations and proper accounting practices.

3. General Administration

- Answer telephone, email and personal enquiries.
 - Provide a professional reception service.
 - Draft routine correspondence.
 - Prepare documents, letters and reports.
 - Maintain electronic and paper filing systems.
 - Maintain Council records and databases.
 - Order stationery and office supplies.
 - Assist with meeting administration where required.
 - Provide administrative support across all Council functions.
 - Provide cover for other members of staff during periods of absence where appropriate.
-

4. Noticeboards and Public Information

- Keep all Council noticeboards fully updated.
 - Display statutory notices.
 - Display Council agendas, minutes and public notices.
 - Remove out-of-date notices promptly.
 - Ensure noticeboards remain tidy and professional.
 - Report any repairs required to noticeboards or public signage.
-

5. Website Administration

Working with the Assistant Clerk:

- Upload agendas, minutes and Council documents to the Council website.
 - Update website content as directed.
 - Publish statutory information.
 - Assist in maintaining compliance with website accessibility requirements.
 - Check website links and downloadable documents.
 - Assist with maintaining information required under the Local Government Transparency Code.
-

6. Customer Service

- Provide excellent customer service at all times.
- Deal with enquiries sensitively and professionally.
- Support bereaved families with compassion and empathy.
- Promote a positive image of the Council.

7. Health and Safety

- Comply with the Council's Health and Safety Policy.
- Report hazards immediately.
- Attend mandatory training.
- Work safely whilst visiting Council sites

8. Data Protection and Confidentiality

- Comply with UK GDPR and the Data Protection Act 2018.
 - Maintain strict confidentiality.
 - Process personal information lawfully.
 - Support compliance with Freedom of Information legislation and Subject Access Requests where required.
-

9. General Responsibilities

The postholder will:

- Attend training as required.
 - Attend meetings where requested.
 - Work collaboratively with councillors, contractors and partner organisations.
 - Promote equality, diversity and inclusion.
 - Undertake any other duties commensurate with the grade of the post as reasonably required by the Town Clerk.
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PERSON SPECIFICATION

Essential Qualifications

- Good standard of education, including GCSE (or equivalent) English and Mathematics.
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Essential Knowledge

- Excellent administrative skills.
 - Good customer service skills.
 - Good IT skills including Microsoft Office and the ability to learn specialist software packages.
 - Ability to maintain accurate records.
 - Good written and verbal communication skills.
 - Understanding of confidentiality and data protection.
 - Ability to prioritise workloads.
 - Excellent organisational skills.
-

Essential Experience

- Office administration.
- Financial administration including processing invoices and receipts.
- Maintaining accurate records.
- Working with members of the public.
- Using computerised record management systems.

Essential Personal Qualities

- Professional and approachable.
 - Compassionate and empathetic.
 - Highly organised.
 - Reliable and trustworthy.
 - Excellent attention to detail.
 - Able to work independently.
 - Flexible and adaptable.
 - Able to maintain confidentiality.
 - Able to communicate effectively with a wide range of people.
-

Desirable Knowledge and Experience

- Experience of cemetery administration.
 - Knowledge of burial legislation.
 - Experience of local government administration.
 - Experience of using the Rialtas accounting system.
 - Experience of using Epitaph cemetery management software.
 - Experience of website administration.
 - Knowledge of the Local Government Transparency Code.
 - Experience of maintaining statutory records.
-

Desirable Qualifications

- Qualification in cemetery management or willingness to undertake appropriate training.
- Local council administration qualification or willingness to study towards one.
- Membership of, or willingness to work towards, a relevant qualification.

Special Conditions

- The role involves regular attendance at the cemetery in all weather conditions.
 - Flexibility will occasionally be required to accommodate funerals, meetings or Council business.
 - The postholder will be expected to undertake training relevant to the role.
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- A driving licence and access to transport would be advantageous but are not essential.
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Review

This Job Description is intended to indicate the principal duties and responsibilities of the post. It is not intended to be an exhaustive list and may be amended following consultation with the postholder to reflect the changing needs of Frodsham Town Council.

Jo O'Donoghue

From: Jo O'Donoghue
Sent: 08 July 2026 13:56
To: Jackie Weaver; Nikki Roberts; ChALC
Subject: Job advertisement

Please could FTC advertise the following vacancy on the ChALC website:

VACANCY – Cemetery Clerk and General Administrative Officer

Frodsham Town Council

Salary: SCP 13–17 (depending on qualifications and experience)

Hours: 15–20 hours per week (flexible)

Location: Frodsham Town Council Offices, 44 Main Street, Frodsham WA6 7AU

Frodsham Town Council is looking to recruit an organised, enthusiastic and compassionate individual to join our small and friendly team as Cemetery Clerk and General Administrative Officer.

This varied role includes administering the Town Council's cemetery, maintaining statutory burial records, supporting the Town Clerk with financial administration, updating Council noticeboards and assisting with maintaining the Council's website.

Previous experience in local government, cemetery administration, Rialtas or Epitaph software would be advantageous but is not essential, as training will be provided.

An application pack, including the Job Description, Person Specification and Application Form, is available from the Town Clerk.

Closing Date: 12.00 noon on Monday 10 August 2026

To apply: Complete and return the Council's Application Form. **CVs will not be accepted.**

For further information, please contact:

Jo O'Donoghue
 Town Clerk
 Frodsham Town Council
 44 Main Street
 Frodsham WA6 7AU

Email: townclerk@frodsham.gov.uk

Regards

Jo O'Donoghue (FSLCC)
 Town Clerk



Office: 01928 735150

Mobile: 07737 787360

44 Main Street, Frodsham, WA6 7AU

www.frodsham.gov.uk



Please note that Frodsham Town Council has moved to 44 Main Street, Frodsham, WA6 7AU.

If you wish to contact the Council please do so by email or telephone. All calls will be recorded and monitored.

If you wish to visit the office to speak with an officer, please call 01928 735150 to make an appointment.

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Frodsham Town Council).