



# Public Document Pack

## Bletchley and Fenny Stratford Town Council

There will be a meeting of the Human Resources Committee on Tuesday, 10th March, 2020 at Town Council Office, Bletchley Library, Westfield Road, Bletchley MK2 2RA commencing at 6.30 pm to transact the items of business set out in the agenda below.

Handwritten signature of Delia Shephard in cursive.

Delia Shephard  
Clerk to the Council  
Monday, 2 March 2020

### AGENDA

1. To note apologies for absence
2. To note Members' declarations of interest in matters on the agenda  
*(Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, mad under S30 (3) of the Localism Act, Members are required to declare any disclosable pecuniary interests which they may have in any of the items under consideration of this meeting.)*
3. To approve minutes of previous meeting (Pages 1 - 4)
4. To note minutes of HR Sub-committee held on (Pages 5 - 6)
5. Public Speaking
6. To consider a proposal to purchase a lone working system (To Follow)
7. To receive an update on changes to employment law due to be effective from 1 April 2020 (Pages 7 - 8)
8. \*To receive an update report on recruitment and to consider potential changes to staff provision at Spotlight (Pages 9 - 10)
9. \*To receive a confidential report on completion of staff appraisals and any issues arising therefrom (Pages 11 - 12)
10. To review re-evaluated job descriptions for the Environment and Premises Manager and the Support Services Manager and to consider associated salary re-banding of posts and to approve any changes to terms and conditions for current postholders (To Follow)
11. To receive a report on pay and terms and conditions for all employees with effect from 1 April 2020 (Pages 13 - 14)

*Members of the public and representatives of the media are welcome to attend but are warned that items marked with an asterisk (\*) may involve discussion of confidential information and the council may resolve to exclude members of the public and press if this is deemed to be in the public interest*

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## Bletchley and Fenny Stratford Town Council

**Minutes of a meeting of the Human Resources Committee of Bletchley and Fenny Stratford Town Council held at Town Council Office, Bletchley Library, Westfield Road, Bletchley MK2 2RA on Tuesday, 28th January, 2020 commencing at 7.30 pm**

**Present:** Cllrs K Ely, S Browne, E Hume, E Kelly-Wilson and M McDonald

**Absent:**

**Apologies:** Cllr A Kennedy

**In attendance:** Delia Shephard (Town Clerk)

### Min Ref

HR19/20-21 **Members' apologies for absence**  
It was RESOLVED to note that apologies for absence had been received from Cllr Kennedy.

HR19/20-22 **Members' declarations of interest in matters on the agenda**  
Cllr Hume drew attention to his membership of St Frideswide's Church (which was a personal interest) and noted that which might be relevant to agenda item 7 (potential changes to the HR structure). The report circulated on item 7 circulated in advance included mention of potential activities which might be undertaken by St Frideswide's Church at Spotlight.

No pecuniary interests were declared.

HR19/20-23 **Minutes of previous meeting**  
It was RESOLVED to approve the minutes of the meeting of the Human Resources Committee held on 12 November 2019 as a correct record of proceedings.

HR19/20-24 **Public speaking time**  
No members of the public were present.

HR19/20-25 **Health and Safety at work**  
A written report on health and safety at work had been circulated in advance of the meeting. It was RESOLVED to note the report.

HR19/20-26 **Exclusion of public and press**  
It was RESOLVED that members of the public and press be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted which could include discussion of individual employees.

HR19/20-27 **Report on HR restructure**  
A confidential written report on progress with implementation of the revised council HR structure had been circulated in advance of the meeting. (The report included an organisation chart which was due to be published on the Town Council website showing current employees.) Since the report had been written all posts had been filled with the exception of the Community Officer position based at Spotlight which was due to be the subject of separate discussion.

The report included confidential information about two redundancies which had been



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effected during January 2020. The Clerk reported that under the employees who were members of the Local Government Pension Scheme and who were over the age of 55 when made redundant were treated under the scheme as having been “redundancy retired” and the employer was required to make up the burden on the LGPS pension fund for contributions which would have been made between the age of redundancy and the member’s state retirement age. In addition to the costs of redundancy pay, the pension strain contribution payable by the Town Council was expected to be £7,508.8.

It was RESOLVED to note the report.

Cllr Ely expressed concern that the HR structure previously agreed by the HR Committee and full council did not yet include additional staff resource for monitoring of the MKC Serco landscaping contract for Bletchley and Fenny Stratford although full council had agreed in principle that additional hours would be needed and should be put in place in advance of the date when formal contract monitoring was due to begin ie 1 April 2020. The Clerk responded that the management team were not yet confident of the hours which would be required for monitoring of the contract (especially as GIS and Firmstep customer training had only just started that week) and both the Clerk and the Environment and Premises Manager (EPM) considered it prudent to wait to recruit until there was a clearer understanding of workloads. Meanwhile additional workload would be managed by the EPM and members of his team. It was agreed to arrange a meeting with Cllr Ely outside the meeting to discuss these arrangements in more detail and report back to a future meeting.

HR19/20-28

### **Changes to the HR Structure**

A confidential written report on issues with recruitment to the post of Community Officer based at Spotlight had been circulated in advance of the meeting and this was discussed. The report noted that not only had the post been advertised twice without success but that use of Spotlight was continuing to evolve and it was recommended to the HR Committee that the role at Spotlight should be revisited and a new JD and person specification devised.

Considerable discussion followed and it was RESOLVED to support this recommendation and instruct the Clerk to undertake further work with a view to considering a new JD and person specification at the next meeting of the committee on 10 March 2020.

HR19/20-29

### **Employee Appraisals 2019-20**

A report on the current employee appraisal system had been circulated prior to the meeting which explained concerns about the value of the current appraisal scheme which was not fully tailored to a Town Council setting. The Clerk noted the difficulties of setting relevant SMART objectives when the Town Council had not adopted a mission statement and the objectives included in the Council Plan were vague.

Following discussion, it was RESOLVED that the current appraisal scheme would be used for 2019-20 appraisals and that the HR Committee would consider an alternative scheme for 2020-21. In order to enable meaningful objectives to be set through the appraisals due to be undertaken in Q4 2019-20 the following overarching council priorities would be used.



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- i **Planning** - improvement to the Council's planning activities and knowledge, progress in development of the new Neighbourhood Plan and collaborative working with MK Council on the Towns Fund, SPD for Central Bletchley and any other planning issues
- ii **Community Engagement** –improved council communications and relationships with the whole community of Bletchley and Fenny Stratford
- iii **Environment and Climate Change** –contribution to improvements of the local physical environment compatible with the Town Council's position on climate change
- iv **Financial sustainability**

HR19/20-30

### **Report on staff training**

It was RESOLVED to note a short written report on training plans for 2020-21 and current training activity which had been circulated prior to the meeting. The Clerk stressed the importance of increased focus on employee training in order to ensure successful induction and personal development of new and existing employees.

HR19/20-31

### **Job descriptions and re-evaluation of terms and conditions for the Support Services Manager and Environment and Premises Manager**

On 8 October 2019 the HR Committee had resolved that the Job Descriptions and salary ranges for the Support Services Manager and Environment and Premises should be reviewed and re-evaluated by the end of January 2020 following changes to their roles. Revised draft job descriptions were tabled at the meeting and discussed. The Clerk noted that unfortunately it had not been possible to re-evaluate the posts within the timescale set by the Committee.

It was RESOLVED to approve the revised job descriptions and to arrange for re-evaluation of the salary range the posts in time for the next meeting of the HR Committee in March so that any changes could be made before the start of the next financial year.

HR19/20-32

### **Item for information only**

The Clerk drew attention to the Council's existing paternity pay arrangements which allowed for two weeks' paternity leave at Statutory Pay levels. It was suggested by Members that a bench marking exercise be undertaken and that this matter should be brought to the HR Committee for consideration at a future date.

The meeting closed at 9.15 pm

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## Bletchley and Fenny Stratford Town Council

**Minutes of a meeting of the Human Resources Sub Committee of Bletchley and Fenny Stratford Town Council held at Town Council Office, Bletchley Library, Bletchley, MK2 2RA on Tuesday, 28th January, 2020 commencing at 6.30 pm**

**Present:** Cllrs E Kelly-Wilson, E Hume and A Kennedy

**Absent:** None

**Apologies:** None

**In attendance:** Delia Shephard (Town Clerk)

### Min Ref

- HRS19/8**      **Members' apologies for absence**  
There were no apologies for absence.
- HRS19/9**      **Members' declarations of interest in matters on the agenda**  
There were no declarations of interest.
- HRS19/10**     **Minutes of the previous meeting of the sub-committee**  
It was RESOLVED to approve the minutes of the meeting of the Human Resources Sub-Committee held on 12 November 2019 as an accurate record of proceedings.
- HRS19/11**     **Exclusion of public and press**  
It was RESOLVED that members of the public and press be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted which concerned individual employees.
- HRS19/12**     **Confidential Clerk's Report**  
A confidential written report from the Clerk on matters affecting day to day management of the Town Council had been circulated in advance of the meeting and was discussed. The report included updates on the Clerk's ongoing and new project workload and that of the employee team. Specific pieces of work and the challenges they presented were discussed in some detail.  
  
The Clerk also reported on issues affecting employee performance including Town Councillor conduct, meeting schedule and workload and relationships with Milton Keynes Council. It was agreed that the Town Clerk would seek further advice from the Monitoring Officer at Milton Keynes Council on a confidential matter.
- HRS19/13**     **Town Clerk's annual formal performance appraisal**  
Discussion on the process currently in use for the Town Clerk's annual performance appraisal took place. The Clerk had proposed that the Town Council's appraisal scheme should be reviewed for 2020-21 and this was due to be discussed at the meeting of the Human Resources Committee due to take place later on 28 January 2020.  
  
It was RESOLVED that Cllrs Hume and Kelly-Wilson would be responsible for undertaking the Clerk's performance appraisal for 2019-20 using the current adopted appraisal scheme and arrangements for appraisal meetings would be made by the Clerk following the meeting of the sub-committee.



# Bletchley and Fenny Stratford Town Council

The meeting closed at 7.42 pm

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## **Agenda Item: Current HR Issues likely to affect Town Councils**

**Issue of Contracts** – with effect from April 2020 employers must provide any new "worker" with a written statement of particulars on day one of employment (not up to 13 weeks later as at present) this would include a locum clerk or temporary worker or any sort.

**Probationary periods** – legislation has also changed about the content of the statement of particulars to be received on the first day of work and it needs to include a detailed statement about the terms on any probationary period. If this is not applied it will affect ease with which an employee dismissed during the probationary period could claim unfair dismissal. (EW has been asked to review our standard employment contract.)

**Working hours must be clear** – From April the statement of particulars will require greater clarity and certainty for those with flexible or variable hours. (Advice requested from EW.)

**Self-employed?** – HMRC has updated its online tool and continues to focus on employment status this extends towards long term contractors. Town Council needs to be clear on employment status on all situations.

**Changes to holiday calculations** – from April holiday pay for employees working irregular hours must be calculated using a 52-week reference period not a 12-week period. This should not affect us as we already calculate on 52 week periods.

**Wellbeing at work** – there has been a significant increase in employers providing qualified Mental Health First Aiders at work. This involves two-day training to equip a team member to provide initial confidential support to any staff member, they are trained to spot the signs of mental ill health and to provide support. This is not a legal requirement but an example of good employer practice.

**Recording of meetings** – recently the Employment Appeals Tribunal made observations on the varied circumstances where covert recordings of meetings could be misconduct for employees. This strengthens the good practice for both an employer and/or an employee to say if there is an intention to record a meeting. If this statement is not made, then no recording should be made.

Town Clerk

2.3.2020

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## **Agenda Item: Payroll for 2020-21**

Current agreed pay scales for Bletchley and Fenny Stratford Town Council are due for change with effect from 1 April 2020. Existing staff contracts and terms and conditions (Green Book) mean that Bletchley and Fenny Stratford Town Council is contractually obliged to apply the new scale when agreed and back-date to 1 April 2020.

Changes to the scale have not yet been agreed, please see news release below.

Current arrangements with the Council's payroll provider Payroll Options of Fenny Stratford are efficient and cost effective and it is not planned to review these during the coming year unless any difficulties arise.

**Decision:** to note the position

*National Employers for local government services*

*PRESS RELEASE: 5 FEBRUARY 2020*

*Council employees' pay offer announced Council employees have been offered a pay increase of 2.0% from 1 April 2020. The National Employers, who negotiate pay on behalf of 350 local authorities in England, Wales and Northern Ireland, made the offer to unions today. It will affect over 1 million employees.*

*Notes to editors The total increase to the national paybill resulting from this offer is £364m (covering the period to 31 March 2021).*

*This pay offer does not apply to council chief executives, senior officers, teachers or firefighters, who are covered by separate national pay arrangements.*

*The National Joint Council negotiates the pay, terms and conditions of staff in local authorities. It agrees an annual uplift to the national pay spine, on which each individual council decides where to place its employees. Each council takes into account a number of factors such as job size and local labour market conditions when deciding an employee's salary. There are no nationally determined jobs or pay grades in local government, unlike in other parts of the public sector.*

Town Clerk

2.3.2020

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