



Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Human Resources Committee of the Council held at 74-76 Queensway, Bletchley commencing at 6.30 pm on Tuesday 10 April 2018

Present: Cllrs Richard Graham, Ethaniel Kelly-Wilson and Michael McDonald

Absent: Cllrs Angela Kennedy (Chair) and Keith Ely

In attendance: Delia Shephard, Town Clerk

Min ref

HRCCom/ 2018/19-01 In the absence of the Cllr Kennedy it was **RESOLVED** that Cllr Graham would chair the meeting.
Apologies for Absence
Apologies had been received from Cllrs Ely and Kennedy.

HRCCom/ 2018/19-02 **Declarations of Interests**
No declarations of interests were made.

HRCCom/ 2018/19-03 **Minutes**
It was **RESOLVED** to approve the minutes of meeting held on 13 March 2018 as a correct record of proceedings.

HRCCom/ 2018/19-04 **Job Evaluation Scheme**
At the meeting held on 13 March 2018 the Committee had resolved to prepare a job evaluation scheme for approval by full council. The committee discussed the proposed scheme and further work which had been undertaken to finalise a proposed salary banding range to be put forward for approval.

It was **RESOLVED to recommend** to full council a job evaluation framework which incorporated the following

- i the proposed local salary banding based on National Joint Council for Local Government Services pay scale to be applied to all BFSTC staff (excluding the clerk) to provide standardised ranges of sufficient size to offer sustained opportunities for progression which had been provided in a confidential report from the Clerk. A banding for the clerk already existed as a consequence of the NALC/SLCC National Agreement on pay and conditions for Town and Parish Clerks and this would be incorporated at the top of the BFSTC salary banding and would apply to the Town Clerk only see below.)
- ii the agreed system of job evaluation in the NJC "Green Book" to both establish initial positions of new posts within the ranges and provide a basis for considering future cases for re-designation of new/revised JDs
- iii an agreed scheme of job evaluation scoring that covers the full range of spinal column points to the point below the first of the clerk's scale which it is proposed remains set in accordance with the nationally agreed criteria for Clerks.
- iv an agreed performance management system that sets out supports and measures the achievement of individual performance targets. Targets will be agreed through the existing appraisal scheme and will be of an individual nature but will include at least 3 performance targets and a minimum of two performance reviews per year (one to be the annual appraisal).
- v a minimum standard of performance for attainment of annual incremental rises

It was **RESOLVED** that this recommendation should be considered at full council on 17 April 2018. The clerk was asked to provide a short document on the scheme specifically incorporating the local arrangements and the agreed proposed salary bands and in view of the shortness of time it was proposed to project this onto a screen at full council so that HR committee members could explain the scheme to full council.



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HRCCom/
2018/19-
05 It was **RESOLVED** that members of the public 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

Temporary Staff

The Town Clerk reminded members that the current permanent employees in post consisted of
X 1 Town Clerk – 37 hrs per week
X1 Regeneration/IT Support Officer – 37 hrs per week
X 1 Ranger – 33 hrs per week
X 2 Spotlight Support workers – 30 hrs per week (total)
X 2 Administrator/Allotment Officers – 60 hrs per week (total).

A temporary administrator had been employed with effect from Tuesday 27 March 2018 for a period of 6 weeks at a an hourly rate equivalent to SCP 16 for 3 days per week (Monday, Tuesday, Wednesday) for 6.5 hrs per day (total 19.5 hrs per week). This was emergency provision agreed to cover annual leave and provide additional support to Spotlight from Queensway during staff absence. The temporary employee had previously undertaken unpaid work experience with the Council and was being used to cover the reception desk at Queensway to allow other employees to undertake work without interruption and/or to cover Spotlight.

It was **RESOLVED** to approve these arrangements and to authorise the clerk in consultation with the committee to extend this temporary contract if necessary.

The Town Clerk recommended that a further temporary part time member of staff should be recruited for a period of 9 months in order to assist the council specifically with work relating to the booking, administration and day to day supervision of community buildings managed by the council eg Spotlight, Newton Leys temporary Community Centre, Newton Leys Pavilion. A proposed JD and person specification had been prepared. This additional support was felt to be particularly important to assist with transition from one community centre building to another and as, with the Ranger team reduced to one individual, it was planned that the Allotment Officers would take over the monthly allotment inspections which reduced the time available for bookings and building admin work.

It was **RESOLVED** to approve the Job Description and the Person specification and to approve the recruitment of a temporary employee to undertake this role for 18 hours per week (on a work pattern of either 4 days of 4 hours on each of four days per week within a week and 2 additional hours for flexible working as need required or on a work pattern of 5 days of 3 hours on each day of the week and 2 hours for flexible working.) The clerk was instructed to place advertisements online and locally and to proceed as quickly as possible with the recruitment as soon as the job evaluation scheme was approved. It was **RESOLVED** that Cllrs Graham and Kelly-Wilson would be involved in the recruitment process which would include completion of work tasks as part of the interview process.

The Clerk also noted that employment of a single Parish Ranger only would also be likely to create problems when holiday and leave was due. Cover of these duties by use of a local independent contractor or by employment of a temporary Ranger was discussed and it was agreed to use a local contractor in the event of emergencies rather than employ a temporary Ranger for the time being.

HRCCom/ 2018/19- 06 **Permanent Staff**

The Town Clerk reported that the obstacle to beginning recruitment for new staff was the approval of a job evaluation scheme and the evaluation of the posts involved. Members discussed



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arrangements for advertising. It was **RESOLVED** that once evaluated the SSM, F&PM, E&PM posts would be advertised in the MK Citizen, on Town Council noticeboards and media, via the Job Centre local council network in Buckinghamshire and online via Reed or Total jobs or equivalent. A two week period of advertisement only was agreed. Interview panels would be convened when the evaluations had been completed and approved.

HRCOM/
2018/19-
07

Individual Staff matters

The Town Clerk provided a written confidential report on specific matters pertaining to individual members of staff and workload issues which were discussed as follows.

- i A confidential matter concerning conduct of a former member of staff whilst in the employment of the council was explored in some detail. It was agreed that the action taken to date had been correct and the clerk was instructed to seek further advice from specific quarters. It was **RESOLVED** that this matter must be reported to full council but that further information was required at this stage and the matter would be considered further at the next meeting of the committee before a report to full council.
- ii The Clerk reported on her current workload and drew attention to the volume of work associated with GDPR which was a considerable concern as it had not been possible to make as much progress as planned with work associated with the council's preparation for GDPR work as agreed previously with full council. Moreover NALC has now taken the view that it is not appropriate for Town Clerks to take the role of DPO due to the potential conflict of interest which this creates. Therefore the role of DPO must now be allocated to another individual either within or without the council. Support with this work and in undertaking the role of DPO was being offered by different individuals and companies and it was **RESOLVED** that the clerk should pursue external support and bring a suitable recommendation to full council on issues relating to GDPR. Further discussion on the clerk's workload continued and feedback was given on HR related work which it had not been possible to undertake in a timely way due to lack of resources. It was **RESOLVED** to employ an external HR advisor to conduct these two pieces of work involving two individual employees and to aim for this work to be completed within the next 6 weeks. Members agreed that the clerk's current workload remained unsustainable as it had been for some considerable time and that the recruitment of new staff was a matter of great urgency.
- iii Cllr Kelly-Wilson reported that work to obtain legal advice for the committee on a confidential matter raised by an employee and discussed at a previous meeting was in hand.

The Chairman closed the meeting at 8.00 pm.

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Chairman
Approved 9 April 2018



Bletchley and Fenny Stratford Town Council

	JOB DESCRIPTION
Job Title	Community Building Co-ordinator
Reporting to	Town Clerk
Purpose of Job	To support Bletchley and Fenny Stratford Town Council to deliver effective management of Newton Leys Community Centre, Newton Leys Pavilion, Spotlight Community Resource Hub and any other community buildings/rooms which the Town Council may manage or supervise
SCP Range	To be evaluated
Hours	18 hours per week (some flexible and evening working may be required)
	Part time temporary contract for 9 months to support transition from temporary Community Centre to Newton Leys Pavilion and development of Spotlight Project
1	To work with the Town Clerk, Town Council, Newton Leys Building Committee and the community to prepare and develop a written business plan and effective documented management procedures for the day to day running of Newton Leys Community Centre and Newton Leys
2	To assist with the implementation of these plans and procedures and with the effective management of all other council run community buildings on a day to day basis
3	To work with the Town Clerk, Newton Leys Building Committee and the community to ensure that the transition from the temporary Community Centre to the new Newton Leys Pavilion building is well organised and effectively implemented
4	<p>To promote and actively encourage use of the following Town Council facilities and services and to supervise the computerised booking systems on which they rely:</p> <ul style="list-style-type: none"> • Newton Leys Community Centre and Newton Leys Pavilion • Spotlight Community Resource Hub • Community space at Bletchley Library • Any other community buildings/facilities/space which may be taken on and/or let by the Town Council during the 9 month contract of employment
5	To liaise with users of the community buildings to ensure that all users are made aware of all the terms and conditions of hire and that complaints about bookings are investigated thoroughly and dealt with appropriately
6	To assist in the supervision of storage and space within the buildings and in developing positive relationships between users of our buildings, the council and our key partners and third party contractors eg cleaners, key holders, service engineers etc
7	To manage record keeping and data for the buildings including all premises information, health and safety records, risk assessment documents and user data complying with the Town Council's procedures for data management and IT security
8	To actively promote positive engagement with the community of Bletchley and Fenny Stratford in accordance with the adopted community engagement strategy and to manage, maintain and raise the positive profile of the Council in so doing.



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Person Specification: Community Building Co-coordinator		
Key Requirements	Essential	Desirable
Qualifications		
5 GCSEs including English Language and Maths (or equivalent)	✓	✓
A Level and/or Degree level qualifications (or equivalent)		
Recognised administrative/IT qualifications (or equivalent)	✓	
Experience		
Experience of using a wide range of software applications including word processing, email and internet	✓	
Experience of using room booking software/diary management		✓
Experience of managing buildings ideally community facilities with a wide range of users	✓	
Experience of public sector working		✓
Knowledge		
Knowledge of local authority functions	✓	
Knowledge of health and safety and equal opportunities	✓	
Local knowledge of Bletchley and Fenny Stratford and/or Newton Leys		✓
Skills		
Excellent communication and language skills both written and oral at all levels	✓	
Keyboard and IT skills including working knowledge of Microsoft Office applications	✓	
Strong organization and prioritization skills including ability to manage own workload and use initiative	✓	
Personal Qualities		
Ability to fit into a team	✓	
Ability to deal with people at all levels in a professional manner	✓	



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Enthusiasm and flexibility	✓	
Able to maintain confidentiality	✓	
Other		
Willingness to work at any of the Council's premises	✓	
Willingness to work flexible hours	✓	✓
UK Driving License and access to own vehicle		