



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 13 March 2018

Present: Cllrs Keith Ely, Ethaniel Kelly-Wilson and Michael McDonald

Absent: Cllrs Angela Kennedy (Chair) and Richard Graham

In attendance: Delia Shephard, Town Clerk

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In the absence of the Cllr Kennedy it was **RESOLVED** that Cllr Kelly-Wilson would chair the meeting.

HRCCom/
2017/18-88

Apologies for Absence

Apologies had been received from Cllrs Kennedy and Graham

HRCCom/
2017/18-89

Declarations of Interests

No declarations of interests were made.

HRCCom
2017/18-90

Minutes

It was **RESOLVED** to approve the minutes of meeting held on 15 February 2018.

HRCCom/2017/
18-91

Employee Structure

The clerk reported that due to events the preceding week it had not been possible to make the progress anticipated with preparation of documents for Ellis Whittam or to obtain advice from them on the staff consultation process to be followed assuming the new structure is implemented in a phased way. However this work was in hand. The Town Clerk had met with members of the Queensway staff team and advised them of the management structure which it was proposed to adopt and feedback had been positive.

HRCCom/2017/
18-92

Job Evaluation Scheme

The clerk gave a short report recommending that the committee considered adoption of a formal job evaluation scheme based on the Local Government Single Status Job Evaluation Scheme. This evaluation scheme is based on evaluation of factors in four areas knowledge and skills, effort demands, responsibilities and environmental demands. This scheme has the advantage of having been developed specifically for local government, complying with equal opportunities and is likely to be supported by the current staff team and unions represented in our workforce. It should also be straightforward to implement, fair and consistent. However further work was needed on the salary bands to be adopted by BFSTC and additional information would be provided.

It was **RESOLVED** to recommend a job evaluation scheme to the Full Council as soon as possible and to evaluate new posts as a matter of priority.

HRCCom/2017/
18-93

Health and Safety at Work

The clerk confirmed there had been no accidents at work recorded since the last time a report on Health and Safety was given to the committee.

The council's health and safety consultant from EW, Rebecca Bick, attended the Spotlight Office during February to conduct a full fire risk assessment and general safety risk assessment and a number of minor issues have been identified on these premises eg fire exit signage, moving of fire extinguishers etc and work has been put in hand to implement the action points raised. Both assessments with updated action points would be reported to the next HR meeting.



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A Health and Safety e-learning licence has been purchased from EW as previously agreed so that all staff can complete H&S training on line and this was due to be set up and implemented in the next few days.

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.

A member of staff had raised concerns in writing with the committee and following discussion it was **RESOLVED** to seek specialist advice to address specific health and safety concerns.

HCom/2017/
18-93

Real Living Wage

Cllrs Ed Hume and Sean Porter had put forward a proposal for full council that BFSTC should become a Real Living Wage Employer and had agreed that this proposal could be considered at the HR Committee first should any relevant recommendations be appropriate. The clerk noted that two members of staff were paid at a level very close to the real living wage and remaining employees were paid above the real living wage level of £8.75 per hour). Discussion followed on details of the accreditation scheme and the implications of being restricted to using contractors and suppliers who were paying the real living wage (this could be introduced via a phased accreditation programme).

It was **RESOLVED** to recommend to full council that all town council employees should be paid a minimum amount per hour which would be the equivalent or higher than the current real living wage with effect from 1 April 2018. Members agreed that the question of accreditation to the Real Living Wage foundation scheme should be referred to full council for further consideration.

HCom/2017/
18-93

Individual Staff matters

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.

A report from the clerk giving information about individual employees was discussed and noted.

It was **RESOLVED** to note the retirement of an employee who had completed 10 years' service with the council and to recommend that this should be recognised by a payment of £100. The clerk advised that a lawful method for making such a payment would be from the chairman's allowance but as none existed further advice would be sought on the legality of such a payment.

It was **RESOLVED** to instruct the clerk to discuss two confidential matters with individual members of staff and guidance was given on this subject.

It was **RESOLVED** that in accordance with the terms and conditions of all employee contracts those staff who were not at the top of their salary band would receive an automatic pay increment with effect from 1 April 2018. In practice this would only affect one employee.

It was **RESOLVED** to note the clerk's report that all employees had been very upset by incidents on Tuesday 6 March 2018 which had made them apprehensive about attending



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council meetings. A separate incident involving a councillor had also been reported to the Chairman and the conduct of some councillors towards individual members of staff remained a matter of concern.

The Chairman closed the meeting at 7.30 pm.

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Chairman
Approved 10 April 2018