



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 11 January 2018

Present: Cllrs Angela Kennedy (Chair), Richard Graham, Ethaniel Kelly-Wilson

Absent: Cllrs Keith Ely and Michael McDonald

In attendance: Delia Shephard, Town Clerk

Min ref

HRCOM/2017/
18-74

Apologies for Absence

Apologies had been received from Cllrs Ely and McDonald.

HRCOM/
2017/18-75

Declarations of Interests

No declarations of interests were made.

HRCOM
2017/18-76

Minutes

It was **RESOLVED** to approve the minutes of meeting held on Tuesday 12 December 2017 as a correct record of proceedings.

HRCOM/2017/
18-77

Health and Safety at Work

The Clerk reported that the council's Health and Safety Consultant from Ellis Whittam had attended Queensway for annual H&S visit on 4 January 2017 in the Clerk's absence. Cllr Kennedy supported the visit with assistance from officers and a report was due in 2-3 weeks' time. Some issues had been identified and work had already begun to address issues to do with the accident book, staff use of own cars, checklists for equipment especially vehicle checks, training etc. Erratic record keeping by previous staff members and clerk workload had contributed to delays in implementing all H&S best practice and some action points from previous audit remained.

A second visit was scheduled on 22 January to inspect Spotlight but this would now be postponed to fit in with refurbishment work. An inspection of Spotlight building for use as a polling station had highlighted problems with disabled access which was already known to be poor. However the refurbishment was not designed to address these issues. (Spotlight would not be used for polling for this reason).

One accident at work reported at Queensway in last quarter: a cut finger as administrator moved portable heater. No reports from Spotlight or Ranger team.

Heating problems at both Queensway and Spotlight had resulted in some complaints from staff. Air conditioning/heating unit above front desk is scheduled to be cleaned in late January to improve its functionality. Repeated services and repairs to boiler at Spotlight were ongoing. Staff instructed to monitor heat level in both venues.

HRCOM/2017/
18-78

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.

HRCOM/2017/
18-79

Grievance

The committee received an update on the current position. Although all relevant information had been submitted in a timely manner Ellis Whittam had not yet provided the advice requested. Given that the process had already been agreed by the HR committee with advice from MK Council's HR department it was **RESOLVED** to continue with the process.



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HRCOM/2017/
18-80

HR Restructure/Market Support

Members discussed three job descriptions and detail and implementation of proposed employee restructure. It was anticipated that recommendations would be taken to full council during February 2018.

The Clerk noted that the resolution from full council made on 7 November 2017 (ref FC2017/18-200) has not yet been actioned by the HR Committee due to clerk absence from the HR Committee in December. Members noted that further proposals were awaited from the market working group which would affect the staff structure, it was not feasible to recruit permanent staff to support the market until the restructure was agreed and management capacity was available to support new employees.

HRCOM/2017/
18-81

Town Clerk's Report

A written confidential report from the Town Clerk was received which included details of workload and continuing confidential issues as well as appreciation of the support and consideration offered by the council during December when the Clerk experienced a bereavement.

It was planned to hold an additional meeting on 23 January 2018 if possible.

The Chairman closed the meeting at 7.40 pm

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Chairman
Approved 13 February 2018