



Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Human Resources Committee of the Council held at Bletchley Library, Westfield Road commencing at 6.30 pm on Tuesday 12 June 2018

Present: Cllrs Sam Browne, Keith Ely, Richard Graham, Ed Hume, Ethaniel Kelly-Wilson (Chair), Michael McDonald and Shirley Rolfe

Absent: Cllr Mohammed Rohim

In attendance: Delia Shephard, Town Clerk

Min ref

HRCCom/ 2018/19-16 **Election of Chairman**

It was **RESOLVED** to elect Cllr Kelly Wilson as chair of the committee.

HRCCom/ 2018/19-17 **Apologies for Absence**

Apologies for absence had been received from Cllr Ely.

HRCCom/ 2018/19-18 **Declarations of Interests**

There were no declarations of interests made by any councillor present.

HRCCom/ 2018/19-19 **Minutes of Previous Meeting**

It was **RESOLVED** to approve the minutes of the meeting held on 3 May 2018 as a correct record of proceedings.

HRCCom/ 2018/19-20 **Clerk's Briefing**

The committee discussed the terms of reference of the committee, the council's member/officer protocol and the council's responsibilities as an employer. Discussion was based on real life examples within the local council sector and focussed on the importance of respecting roles and responsibilities and the implications of failure to abide by employment legislation, health and safety legislation, data protection legislation in terms of risk to the council's reputation and finances. The clerk emphasised the importance of following the council's adopted procedures and preserving confidentiality in order to protect the organisation as a whole and the interests of individuals. A handout of basic guidance was made available to members.

HRCCom/ 2018/19-21 **Health and Safety**

Since the last report to the committee on health and safety at work there had been one recorded accident at work.

| Date | Team | Injury | Details |
|-----------|-------------------|-------------------|--|
| 23.4.2018 | Admin - Queensway | Small cut to head | Employee hit head on hand drier in Ladies WC when retrieving supplies from floor. Supplies now re-located. |

The Health and Safety Action Plan continued to be progress and H&S training modules were now being delivered via the EW license agreement/on-line training courses.

External First Aid training had been arranged for four employees at Queensway (one day emergency first aid at work course) and will take place between now and the end of July. The Town Clerk is also due to renew her first aid at work certificate (three day course).

HRCCom/ 2018/19-22 **Performance Appraisals**

A confidential written report from the clerk had been circulated in advance of the meeting which reported that appraisals for all employees for the year 2018 had been undertaken using the



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council's approved scheme. As these were the first appraisals recorded using the new scheme and as no previous individual targets had been set all employees had been assessed against the requirements of their JDs and the key performance indicators included in the scheme. It had not been possible to set future objectives based on the council's own strategic plan as none had been adopted. Therefore future objectives were based almost entirely on personal development and known training needs.

A summary of appraisal outcomes was provided and discussion followed.

The Town Clerk's own performance appraisal had not been completed but it was not yet 12 months since the previous appraisal. The appraisal had been delegated to Cllrs Kennedy and Graham because it had been conducted by Cllrs Ely and Kelly-Wilson in 2017. A report from the HR Sub-committee would follow in due course.

The appraisal process had identified the following training needs across the employee team:

- Health and safety training eg risk assessment, COSH
- Sector specific training eg ILCA/CiLCA
- Skills based training including dealing with difficult people, assertiveness and time management
- Knowledge based training eg financial and IT procedures, community consultation, event planning

Individual training plans were now being developed.

It was **RESOLVED** to note the report.

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Recruitment and Selection

Following full council on 5 June 2018 the clerk, Chair and Vice-chair of the council had negotiated with an employee of Wentworth Accounting and it was **RESOLVED** to authorise the clerk to issue a 12 month fixed term contract of employment to this individual on the terms negotiated which were compatible with the salary range set through the job evaluation process and approved by full council.

The clerk reported that following a recruitment procedure an offer of employment as temporary Community Building Co-ordinator had been made and accepted and the new employee would begin work on 18 June 2018 in this role. The contract involved 18 hours per week to be worked 4 hrs on each of Monday, Tuesday, Thursday and Friday weekly and 2 hours to be fitted in flexibly according to evening meetings etc.

Following discussion it was **RESOLVED** to set a budget of up to £1,000 per post for advertising to recruit a Support Services Manager and an Environment and Premises Manager. The clerk was delegated to prepare copy and place advertisements in consultation with members of the committee. It was agreed that at least two paid advertising channels per post would be used (eg local paper and online agency though digital means were preferred) but there would also be local advertising on noticeboards etc and the job centre would be used.

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Revisions to Employee Contract and Employee Handbook (non-contractual)

Proposed changes to the council's employee contract and handbook had been circulated to members before the meeting. The aim of the changes was to ensure compliance with GDPR and Data Processing regulations by removing any reference to consent and specifying more information about data processing. The revised wording had been prepared by Ellis Whittam.



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It was **RESOLVED** to approve the proposed changes as laid out in the papers presented to the committee (copy in minute book).

A further amendment to Employee Handbook was discussed which involved removal of any reference to a designated smoking area for staff. The clerk advised that no current members of staff were smokers, there was no suitable designated smoking area at the new premises the council would be moving to and this seemed a sensible time to update the council's policy.

It was **RESOLVED** to amend section 2.7 Smoking of the employee hand book so that it would clearly state smoking was not permitted on council premises or whilst at work in a public place on behalf of the council. Smoking would continue to be permitted in designated break times but not on council premises.

Members also discussed the potential need to change the council's employment contract further in the light of a specific employment law case hinging on when notice of dismissal can take effect and the clerk would discuss this with EW.

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Reference Policy

Following discussion it was **RESOLVED** that a new policy for provision of references for former employees would be recommended to full council. In future references would not be provided without consent of the former employee and would consist solely of confirmation of the dates of employment and the role in which the former employee was employed. The only exception would be if safeguarding or criminal matters were involved or if a reference formed part of a legal agreement.

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Former Employee

A confidential written report on a matter concerning a former employee had been circulated to members before the meeting. It was agreed that there was now no further action for the HR Committee to take in this matter but that the previous decision of Council to authorise all applications for grant funding before they were made should be implemented.