



## 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 10 July 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/ 2018/19-26 **Apologies for Absence**

Apologies for anticipated lateness had been received from Cllr Kelly Wilson and in his absence it was **RESOLVED** that Cllr MacDonald would take the Chair.

##### HRCCom/ 2018/19-27 **Declarations of Interests**

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

##### HRCCom/ 2018/19-28 **Minutes of Previous Meeting**

It was **RESOLVED** to approve the minutes of the meeting held on 12 June 2018 as a correct record of proceedings.

##### HRCCom/ 2018/19-29 **Recruitment and Selection**

The clerk explained that the placing of recruitment advertisements had been delayed but that arrangements had now been made to place the adverts during late July early August 2018. (Cllr Kelly-Wilson joined the meeting.)

##### HRCCom/ 2018/19-30 **Employee Reference Policy**

The committee discussed a draft policy for provision of employment references for former members of staff. The policy was revised to remove all reference to salary. It was **RESOLVED to recommend** the revised policy to full council for immediate adoption.

##### HRCCom/ 2018/19-31 **Volunteer Policy**

The draft volunteer policy reviewed by full council and referred back to the HR Committee was discussed in some detail. The overall view of the committee was that volunteers from the community were a valuable resource to the council and fell into two broad categories either occasional volunteers who helped with specific one off or annual projects eg litter picks, community events and environmental projects or volunteers who contributed on a more frequent basis eg by providing administrative support in the office. Work experience and professional students were considered to be a separate category of volunteer who should be covered under a separate policy. It was agreed that volunteers should not be used to undertake work the quantity of which justified employment of a new employee in a new role or replacement of a member of staff in an existing role (whether part time or full time)

There was protracted discussion of payment of volunteers, the role of volunteers in relation to staff, the payment of expenses and other issues.

It was **RESOLVED to recommend** the draft policy as written with the only amendment to be inclusion of the expenses policy for travelling and subsistence which would be in line with the expenses policy for employees.

It was **RESOLVED** to prepare a new draft policy for work experience and other students to be considered at a later date.



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