



## 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 11 September 2018

**Present:** Cllrs Keith Ely, Richard Graham, Ed Hume, and Shirley Rolfe

**Absent:** Cllr Browne, Kelly-Wilson (Chair), McDonald and Rohim

**In attendance:** Delia Shephard, Town Clerk

#### Min ref

HRCOM/ 2018/19-32 Apologies for absence had been received from Cllrs Browne, Kelly-Wilson and Cllr McDonald.  
In the absence of the chairman it was **RESOLVED** that Cllr Ely would chair the meeting.

HRCOM/ 2018/19-33 Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members are required to declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting. There were no declarations of interests made by any councillor present.

HRCOM/ 2018/19-34 It was **RESOLVED** to approve the minutes of the meeting of the HR Committee held on 10 July 2018 as a correct record of proceedings.

HRCOM/ 2018/19-35 It was **RESOLVED** to note draft minutes of a meeting of the HR Sub-committee held on Thursday 30 August 2018 including a recommendation that the size of the HR Sub-committee should be increased to four in ensure that a quorum was more easily available by the addition of the Chair of the Finance and Planning Committee to the Sub-committee. The Clerk asked for it to be noted that a committee of even numbers was not ideal as it increased the frequency of the chairman being likely to use the casting vote. Following further discussion it was **RESOLVED** that the sub-committee should be increased to four and that the additional member should be elected from the HR Committee.

Discussion followed about a confidential matter which had been raised with the HR Sub-committee and which related to the Town Council's duty of care to an employee. It was **RESOLVED** to ask the Chair of the HR Sub-committee to provide a formal report for the committee on this matter.

HRCOM/ 2018/19-36 It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media 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/ 2018/19-37 It was **RESOLVED** to note a written report from the clerk on progress with recruitment and selection for the posts of Support Services Manager and Environment and Premises Manager. Interviews of the shortlisted candidates were due to be held on 21 September and it was understood that the Chairman, Vice-chairman and Chairman of the HR Committee should be available to compose an interview panel with the Clerk on this date.

HRCOM/ It was **RESOLVED** to note a written report from the clerk on current employment of temporary staff. It was **RESOLVED** to extend the contract of the Temporary



## Bletchley and Fenny Stratford Town Council

2018/19-38 Administrator (which was due to expire on 12 September 2018) to 14 November 2018 on the same terms and to review the matter again at the meeting of the committee due to be held on 13 November 2018.

HRCOM/2018/19-39 Members noted that since the last report to the committee on health and safety at work (up to 24 April 2018) there had been no recorded accidents at work.

Four members of staff had undertaken initial First Aid training or updated their first aid qualifications since the date of the last meeting.

Online health and safety training has begun but current staff workload means that progress has been limited.

Members discussed a confidential matter pertaining to the health and safety of an individual employee and noted changes which had been made by the clerk to the distribution of specific work tasks within the employee team in order to mitigate risk to the council and the employee.

HRCOM/2018/19-40 Following provision of specific financial information and a report from the clerk, it was **RESOLVED** that the temporary change to the hours of work of the Community Buildings Co-ordinator put in place by the Full Council on 7 August 2018 should be made permanent for the duration of this fixed term contract so that the contract would now consist of 25 hours per week rather than 18 hours per week. (It was noted that this expenditure would be met from within the existing staffing budget for 2018/19.)

It was further **RESOLVED** that

- i the title of the Community Buildings Co-ordinator would be changed to the title to "Facilities Officer" with immediate effect
- ii the clerk would to prepare a report for consideration by the committee about long term staffing arrangements for Newton Leys Pavilion with a specific recommendation regarding the post of Facilities Officer

HRCOM/2018/19-41 As the HR Committee met bi-monthly and a draft staffing budget had been provided (based on current establishment) in anticipation of the November committee meeting at which the staffing budget would be discussed in more detail. It was anticipated that by that date progress with recruitment would have been made.

General discussion about the proposed HR structure for 2019/20 followed and the clerk was asked to include provision for additional staff resource at Spotlight in the next draft.