



## 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 13 November 2018

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

**Absent:** Cllrs Richard Graham, Michael McDonald and Mohammed Rohim

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

#### Min ref

HRCOM/ 2018/19-42 Apologies for absence had been received from Cllr Graham and Cllr McDonald. Apologies for absence had not been received from Cllr Rohim.

HRCOM/ 2018/19-43 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/ 2018/19-44 It was **RESOLVED** to approve the minutes of the meeting of the HR Committee held on 11 September 2018 as a correct record of proceedings.

HRCOM/ 2018/19-45 It was **RESOLVED** to note that the HR Sub-committee had not met since the last meeting of the HR Committee and the Town Clerk's performance appraisal had not been conducted in October as previously agreed due to the recent move of premises and other work pressures affecting employees and councillors. There was no reason why the appraisal and a meeting could not now be held promptly subject to member availability.

It was **RESOLVED** to elect Cllr Hume to the HR Sub-committee with immediate effect.

HRCOM/ 2018/19-46 The clerk reported that the Real Living wage had recently increased to £9 per hour outside London and as a consequence and in accordance with agreed council policy two members of staff (details provided in confidential report) would be entitled to an increment to bring their pay to this minimum level. It was **RESOLVED** to approve the necessary increments.

Further progress with accreditation to the Real Living Wage scheme had been limited partly due to the challenge of finding local contractors who will commit to £9 per hour for every employee.

HRCOM/ 2018/19-47 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/ 2018/19-48 A confidential report on health and safety at work since 11 September 2018 was provided. Members noted there had been one accident at work during this period and the actions taken were discussed. It was **RESOLVED** that no further action was needed.

HRCOM/ 2018/19-49 A confidential written report from the clerk on a range of staff matters had been tabled and was discussed. It was **RESOLVED** to note the report.

It was **RESOLVED** to convert the Facilities Officer's employment contract from a fixed



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term to a permanent contract in order to accommodate the work to be undertaken at Newton Leys. It was further **RESOLVED** to review the job description and re-evaluate the SCP range for consideration at the next meeting of the committee.

It was **RESOLVED** to convert the employment contracts of the Administrators/Allotment Officers from temporary to permanent.

HRCOM/  
2018/19-  
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A draft of the 2019/20 staff costs budget had been prepared and was tabled at the meeting. Following discussion it was **RESOLVED to approve the draft budget and recommend it to full council.**

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