



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 9 July 2019

Present: Councillors Sam Browne, Keith Ely, Ethaniel Kelly-Wilson (Chair), Michael McDonald

Absent: Councillors Ed Hume and Angela Kennedy

In attendance: Delia Shephard, Town Clerk

Min ref

- HRCCom/
2019/20-19 Apologies for absence had been received from Cllr Hume.
Apologies for absence had not been received from Cllr Kennedy.
- HRCCom/
2019/20-20 It was **RESOLVED** to elect Cllr Kelly-Wilson as Chairman of the committee.
- HRCCom/
2019/20-21 It was **RESOLVED** to elect Cllr Hume as an additional member for the HR Sub-committee in addition to the Chairman of the Council and the Chairman of the HR Committee
- HRCCom/
2019/20-22 Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members were required to declare any disclosable pecuniary interests which they may have had in any of the items under consideration at this meeting.
There were no declarations of interests made by any councillor present.
- HRCCom/
2019/20-23 It was **RESOLVED** to approve the minutes of the meeting of the HR Committee held on 9 April 2019 as a correct record of proceedings.
- HRCCom/
2019/20-24 The Clerk reported that work was currently being undertaken to complete safety action points identified in the council's most recent general safety assessment. Several of these affected employees. Coincidentally members had raised concerns about lone working. Actions to be undertaken as part of the General Risk Assessment action plan were:
- To establish monitoring system that records current location and when the lone worker had returned to base/home
 - Ensure suitable arrangements for fire, equipment failure, illness and accidents are in place when lone working
 - Undertake a risk assessment which covers work undertaken by lone workers. Ensure working when dark or at night is covered in the lone working risk assessment. Young workers, women, new and expectant mothers and disabled should be included to ensure they are not put at any greater risk when working alone. Consider where potential violence/criminal activity may place workers at higher risk.
- Controls already in place included consultation on lone working, lone workers have access to mobile communications, suitable first aid provision was in place, limits had been set on what work could be done alone and manual handling lone working was restricted to items that could safely be lifted alone. Discussion followed on suitable monitoring systems using apps, devices or other methods and CCTV in the car park at the library. Cllr McDonald agreed to provide details of a possible system and offered to review the completed Lone Working Risk Assessment. Members agreed that further



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work needed to be done as a matter of urgency and an update report would be provided at the next meeting on the actions completed. The main risks to employees were identified as injury or illness whilst alone and aggression or abuse from third parties whilst alone.

HRCCom/
2019/20-25

A suitable HR training session for committee members had been sourced from SLCC Consultancy Services and would cost approximately £900 to £1,000 for one session plus any agreed travel costs. Training could be opened out to all council members. It was **RESOLVED** that two evening sessions should be held which would be open to all councillors and would begin no earlier than 6.30 pm. The content would be akin to a general HR management for non HR Managers course including disciplinary proceedings, grievance proceedings and councillors acting as managers etc.

HRCCom/
2019/20-26

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.

HRCCom/
2019/20-27

Members received a confidential oral report from the Town Clerk supported by confidential notes which outlined proposed amendments to new job descriptions and minor amendments hours and job titles previously agreed as part of the planned HR restructure. The changes proposed were based upon advice from Ellis Whittam (the Town Council's retained HR advisor) and upon current and anticipated workloads and did not add to the overall cost of the payroll. Discussion followed. It was **RESOLVED** that the changes fell within the remit of the HR Committee and that the proposed changes and next steps laid out in the confidential report be approved and implemented as soon as possible.