



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 2 April 2019

Present: Cllrs Keith Ely, Richard Graham, Ethaniel Kelly-Wilson (Chair present for part of meeting), Michael McDonald and Shirley Rolfe

Absent: Cllrs Sam Browne, Ed Hume and Mohammed Rohim

In attendance: Delia Shephard, Town Clerk

Min ref

HRCOM/
2019/20-01 In the absence of the Cllr Kelly-Wilson it was **RESOLVED** that Cllr Graham would take the chair until Cllr Kelly-Wilson arrived

Apologies for absence had been received from Cllr Hume. Apologies for anticipated lateness due to traffic had been received from Cllr Kelly-Wilson.

Apologies for absence had not been received from Cllrs Browne and Rohim.

HRCOM/
2019/20-02 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/
2019/20-03 It was **RESOLVED** to approve the minutes of the meeting of the HR Committee held on 19 January 2019 as a correct record of proceedings.

HRCOM/
2019/20-04 It was **RESOLVED** to note an oral report on progress with registration for accreditation of BFSTC as a Real Living Wage employer. The final registration with the Living Wage Foundation had still not been made. Officers had delayed this pending completion of the tender process for the cleaning contract at Newton Leys in order to give to give the full three year period for reaching all necessary milestones with contractors. (It was noted that as previously reported the new RLW rate had been applied to affected employees at BFSTC with effect from 1 November 2018.) During this item of business Cllr Kelly-Wilson joined the meeting and took over the chair for the next items of business.

HRCOM/
2019/20-05 It was **RESOLVED** to note the revised NJC national pay scales for Local Government and to authorise the clerk to reflect these changes in the payroll with effect from 1 April 2019 in line with the Town Council's contractual obligations. The clerk drew attention to changes to the new pay spine which had been introduced within the NJC agreement. All spinal column points had been re-numbered and at the lower part of the pay scales previous SPCs had been amalgamated. The introduction of the new scale impacted on the council's approved job evaluation scheme and a document was circulated which showed the way that evaluation points were to be applied to the pay scale. It was

HRCOM/
2019/20-06 unanimously **RESOLVED** amend the evaluation scheme as shown in the document, to remove fixed bands (A-F) and to permit overlapping ranges for individual roles. The evaluation score for each post would represent the mid-point of a range of 5 spinal column points. A copy of the updated evaluation document would be made available to all employees.



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HRCCom/
2019/20-07

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/
2019/20-08

Members noted that there had been only one very minor injury to a member of staff since the last report and no remedial action was required.

A confidential report on items from the HR sub-committee was delivered orally by members and discussion followed.

HRCCom/
2019/20-09

It was unanimously **RESOLVED** to note the process and outcome of an investigation following the raising of a grievance by a member of staff **and to recommend** the following actions to full council.

- Review the Town Council's protocols and guidelines for confidentiality and GDPR compliance for employee data to ensure alignment with best practice
- Provide GDPR staff awareness training to all staff and councillors
- Establish clear guidelines to prevent councillors becoming involved in staff matters unless required to resolve the matters
- Restrict attendance at administrative management meetings to invitation only
- Ensure code of conduct and agreed office protocols are communicated and observed amongst all staff members and councillor

HRCCom/
2019/20-10

It was further unanimously **RESOLVED to recommend** to full council that the council's scheme of delegations should be reviewed and that

- i the size of the HR Committee should be reduced and that
- ii a requirement of membership of the HR Committee should be that councillors hold a recognised HR qualification or undertake basic HR training to be provided by the Town Council before sitting on the HR committee.

HRCCom/
2019/20-11

It was **RESOLVED** to note that the clerk's annual performance appraisal had been undertaken and a summary of feedback was given to members. Members agreed that it was important that clear organisational priorities and objectives were set by effective structured decision making at full council in order to enable the staff team to be appropriately managed.

Detailed and confidential proposals for future development of the Town Council's staff structure and human resources needs were presented to the committee on behalf of the council's management team. The presentation included rationale for the proposals, a new structure and detailed and evaluated job descriptions were presented for review. The employee structure was based on the assumption that the council's IT infrastructure would be upgraded to permit employees to work effectively from all council premises (as previously agreed by council). The structure also relied on the introduction of new software specifically Modern Gov council management software.

HRCCom/
2019/20-12

Following lengthy discussion some amendments to the structure were agreed. The committee was keen that the restructure should take place as soon as possible in view of previous delays and the impact on existing employees. It was unanimously **RESOLVED** to recommend the amended proposals for adoption by full council at a meeting on 16 April 2019. Members agreed to review the job descriptions and provide feedback to the clerk as soon as possible. (Cllr Graham left the meeting.)

It was **RESOLVED** to hold an additional meeting of the Human Resources Committee on



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HRCOM/
2019/20-13

Tuesday 9 April 2019 at 6.30 pm at Bletchley Library in order to finalise the details of the HR restructure proposals for full council. The HR Sub-committee planned for that date would be re-scheduled.