



## Bletchley and Fenny Stratford Town Council

### Minutes of a meeting of the Human Resources Committee of Bletchley and Fenny Stratford Town Council held at Town Council Office, Bletchley Library, Westfield Road, Bletchley MK2 2RA on Tuesday, 28th January, 2020 commencing at 7.30 pm

**Present:** Cllrs K Ely, S Browne, E Hume, E Kelly-Wilson and M McDonald

**Absent:**

**Apologies:** Cllr A Kennedy

**In attendance:** Delia Shephard (Town Clerk)

#### Min Ref

- HR19/20-21 **Members' apologies for absence**  
It was RESOLVED to note that apologies for absence had been received from Cllr Kennedy.
- HR19/20-22 **Members' declarations of interest in matters on the agenda**  
Cllr Hume drew attention to his membership of St Frideswide's Church (which was a personal interest) and noted that which might be relevant to agenda item 7 (potential changes to the HR structure). The report circulated on item 7 circulated in advance included mention of potential activities which might be undertaken by St Frideswide's Church at Spotlight.  
  
No pecuniary interests were declared.
- HR19/20-23 **Minutes of previous meeting**  
It was RESOLVED to approve the minutes of the meeting of the Human Resources Committee held on 12 November 2019 as a correct record of proceedings.
- HR19/20-24 **Public speaking time**  
No members of the public were present.
- HR19/20-25 **Health and Safety at work**  
A written report on health and safety at work had been circulated in advance of the meeting. It was RESOLVED to note the report.
- HR19/20-26 **Exclusion of public and press**  
It was RESOLVED that members of the public and press 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 which could include discussion of individual employees.
- HR19/20-27 **Report on HR restructure**  
A confidential written report on progress with implementation of the revised council HR structure had been circulated in advance of the meeting. (The report included an organisation chart which was due to be published on the Town Council website showing current employees.) Since the report had been written all posts had been filled with the exception of the Community Officer position based at Spotlight which was due to be the subject of separate discussion.

The report included confidential information about two redundancies which had been



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effected during January 2020. The Clerk reported that under the employees who were members of the Local Government Pension Scheme and who were over the age of 55 when made redundant were treated under the scheme as having been “redundancy retired” and the employer was required to make up the burden on the LGPS pension fund for contributions which would have been made between the age of redundancy and the member’s state retirement age. In addition to the costs of redundancy pay, the pension strain contribution payable by the Town Council was expected to be £7,508.8.

It was RESOLVED to note the report.

Cllr Ely expressed concern that the HR structure previously agreed by the HR Committee and full council did not yet include additional staff resource for monitoring of the MKC Serco landscaping contract for Bletchley and Fenny Stratford although full council had agreed in principle that additional hours would be needed and should be put in place in advance of the date when formal contract monitoring was due to begin ie 1 April 2020. The Clerk responded that the management team were not yet confident of the hours which would be required for monitoring of the contract (especially as GIS and Firmstep customer training had only just started that week) and both the Clerk and the Environment and Premises Manager (EPM) considered it prudent to wait to recruit until there was a clearer understanding of workloads. Meanwhile additional workload would be managed by the EPM and members of his team. It was agreed to arrange a meeting with Cllr Ely outside the meeting to discuss these arrangements in more detail and report back to a future meeting.

HR19/20-28

### **Changes to the HR Structure**

A confidential written report on issues with recruitment to the post of Community Officer based at Spotlight had been circulated in advance of the meeting and this was discussed. The report noted that not only had the post been advertised twice without success but that use of Spotlight was continuing to evolve and it was recommended to the HR Committee that the role at Spotlight should be revisited and a new JD and person specification devised.

Considerable discussion followed and it was RESOLVED to support this recommendation and instruct the Clerk to undertake further work with a view to considering a new JD and person specification at the next meeting of the committee on 10 March 2020.

HR19/20-29

### **Employee Appraisals 2019-20**

A report on the current employee appraisal system had been circulated prior to the meeting which explained concerns about the value of the current appraisal scheme which was not fully tailored to a Town Council setting. The Clerk noted the difficulties of setting relevant SMART objectives when the Town Council had not adopted a mission statement and the objectives included in the Council Plan were vague.

Following discussion, it was RESOLVED that the current appraisal scheme would be used for 2019-20 appraisals and that the HR Committee would consider an alternative scheme for 2020-21. In order to enable meaningful objectives to be set through the appraisals due to be undertaken in Q4 2019-20 the following overarching council priorities would be used.



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- i **Planning** - improvement to the Council's planning activities and knowledge, progress in development of the new Neighbourhood Plan and collaborative working with MK Council on the Towns Fund, SPD for Central Bletchley and any other planning issues
- ii **Community Engagement** –improved council communications and relationships with the whole community of Bletchley and Fenny Stratford
- iii **Environment and Climate Change** –contribution to improvements of the local physical environment compatible with the Town Council's position on climate change
- iv **Financial sustainability**

HR19/20-30

### **Report on staff training**

It was RESOLVED to note a short written report on training plans for 2020-21 and current training activity which had been circulated prior to the meeting. The Clerk stressed the importance of increased focus on employee training in order to ensure successful induction and personal development of new and existing employees.

HR19/20-31

### **Job descriptions and re-evaluation of terms and conditions for the Support Services Manager and Environment and Premises Manager**

On 8 October 2019 the HR Committee had resolved that the Job Descriptions and salary ranges for the Support Services Manager and Environment and Premises should be reviewed and re-evaluated by the end of January 2020 following changes to their roles. Revised draft job descriptions were tabled at the meeting and discussed. The Clerk noted that unfortunately it had not been possible to re-evaluate the posts within the timescale set by the Committee.

It was RESOLVED to approve the revised job descriptions and to arrange for re-evaluation of the salary range the posts in time for the next meeting of the HR Committee in March so that any changes could be made before the start of the next financial year.

HR19/20-32

### **Item for information only**

The Clerk drew attention to the Council's existing paternity pay arrangements which allowed for two weeks' paternity leave at Statutory Pay levels. It was suggested by Members that a bench marking exercise be undertaken and that this matter should be brought to the HR Committee for consideration at a future date.

The meeting closed at 9.15 pm