

HOUGHTON REGIS TOWN COUNCIL

Personnel Sub-Committee

15th April 2019 at 6.30pm.

Present: Councillors: D Abbott Vice-Chairman
D Dixon-Wilkinson
Mrs T McMahon Substitute
K Wattingham

Officers: Clare Evans Town Clerk
Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillor: Ms J Hillyard

PE79 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Hillyard (Cllr McMahon substituted).

PE80 QUESTIONS FROM THE PUBLIC

None.

PE81 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE82 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 21st January 2019 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 21st January 2019 be approved as a correct record and signed accordingly.

PE83 HUMAN RESOURCES PROVISION

The council has retained the services of a local HR company for the last few years, at a cost of £1,260 pa. This contract was now a rolling contract. As such it was appropriate for members to consider the suitability of the current contract and any alternative providers. Members received a report detailing quotations that had been sought to provide this provision.

Members agreed to continue with Company 'D' as the services of this provider fulfilled all Houghton Regis Town Council requirements.

Resolved: To recommend to Corporate Services Committee that Company ‘D’ be employed as the Town Councils HR provider, from 22nd August 2019.

PE84 REVIEW OF STAFF SICKNESS

Members received a rolling twelve-month record of staff sickness, for all members of staff.

Resolved: To note the information.

PE85 STAFF CAPACITY REVIEW

At the Personnel Sub-Committee meeting held on the 21st January 2019, Members resolved to undertake a staff capacity review – minute number PE71. For clarity, this review did not include a job evaluation exercise. However, part of the review would consider the previous job evaluation report, undertaken in 2015. Officers felt that Members needed to be reminded of the scope of the capacity review as informal references had been made by members to the capacity review including a job evaluation process. The funding for this review was due to be taken from budget heading 190 (Central Services) – 4059 (Other Professional Fees) in 2018/19. However, this code was significantly overspent in 2018/19.

As the work had not been ordered (pending clarification to members of the scope of the review) the costs would be taken from 2019/20.

As members approved company D to provide human resources support, there was scope within the 190-4059 budget to fund the capacity review. This budget was set to provide for outsourcing payroll services, to provide human resources support and to provide health and safety support. The progression of this capacity review will prevent health and safety support being made available. On balance as staff capacity issues have been raised with members it was felt that this review was necessary to formalise capacity issues and to help guide the new council in setting an achievable corporate plan.

Members queried what the review would highlight, and the outcome.

Members were advised that it would highlight one of the following points:

- Show staff were working under capacity
- Show staff were working within their capacity
- Show staff were working over capacity

The outcome of the capacity review would enable members to make sound judgments on the consideration of additional events / tasks requested of officers.

Resolved: To note the information.

PE86 MANAGING THE OVERTIME BUDGET

Members received a report, for consideration, on options for possible staff savings costs.

Members received an estimated overtime overspend based on figures calculated on the calendar of events and meetings for 2019 / 2020.

Members suggested that some events were scrutinised to determine the precise number of staff required and to tighten requirements and maximise volunteer input.

Resolved: **To agree to further investigations being undertaken in support of;**
 • **Offering alternative contracts to staff working overtime at events;**
 • **Charging staff costs arising from working at events to the events budget.**

PE87 TOWN CLERK'S ANNUAL LEAVE AND MATTERS RELATING TO OVERTIME WORKING

The Town Clerk had:

- Booked 7 days annual leave between 1st April and 30th June 2019.
- Attended 15 meetings outside of normal office hours from 1st January to 31st March 2019 (compared with 15 meetings in the previous quarter).

Resolved: **To approve the Town Clerks annual leave request.**

PE88 FREEDOM OF INFORMATION REQUESTS

Members were advised that there had been no Freedom of Information requests since the last meeting.

Resolved: **To note the report.**

PE89 EXCLUSION OF PRESS AND PUBLIC

- Staffing matters
- Staff issue

Resolved: **In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.**

PE90 STAFFING MATTERS

Appraisals – were currently being undertaken. Any significant outcomes would be reported to the next meeting.

For information Members were advised that the position of Council Cleaner had become vacant. Members were advised that this position had been advertised and to date 4 applications had been received.

Resolved: To note the information.

PE91 STAFF ISSUE

Members received a confidential report, for discussion, regarding a staff issue.

Members discussed the Terms of Reference for this committee and requested that they be looked at by the Corporate Services Manager with a view to strengthening the Terms of Reference and making them more definitive to enable the Personnel Sub-Committee to deal with staff issues when matters of this nature arose. Members were advised that this would be reviewed at the AGM.

Resolved:

- 1. To advise Corporate Services Committee of staff management processes and the resource being accorded to them and to recommend an option for a way forward;**
- 2. To consider a set of behaviour standards for employees;**
- 3. To consider a team charter for members and employees**

The Chairman declared the meeting closed at 8.10pm

Dated this day of 2019

Chairman