

## ARLESEY TOWN COUNCIL

Minutes of a meeting of the **PERSONNEL COMMITTEE**, Arlesey Town Council held in the Village Hall, Arlesey on **Tuesday 10 January 2017**.

### PRESENT:

<b>Cllrs:</b> C Gravett (Chairman)	C Livermore (Vice Chair)
C Ferris	M Holloway (Agenda item 7.2. onwards)
D Page	S Sarll

**In attendance:** Ms S Foulkes (Town Clerk), Cllr J Auburn, Cllr A Ward and 2 members of public.

### 16/25 APOLOGIES FOR ABSENCE

Apologies for absence received from Cllr H Frost.

### 16/26 MEMBERS' INTERESTS

No interests were declared.

### 16/27 PUBLIC PARTICIPATION

There was no public participation.

### 16/28 MINUTES OF THE PREVIOUS MEETING

To consider and approve the minutes of the Personnel Committee meeting held on 8 November 2016.

**Amendment:** Minute 24.2. It was noted that Cllrs Gravett and **Livermore** would undertake the Clerk's appraisal.

### RESOLVED

**that the minutes of the Personnel Committee meeting held on 8 November 2016, subject to the above amendment be approved as true record of the meeting and be signed by the Chair.**

### 16/29 MATTERS ARISING

None raised.

### 16/30 RESOURCE CENTRE STAFFING ISSUES

30.1. Members acknowledged the resignation of Resource Centre Assistant with effect Friday 3<sup>rd</sup> February 2017. Members noted that this staff member's contract had preceded ATC's adoption of the Resource Centre, resulting in her hours of work misaligning with the current opening hours. This had resulted in the use of cover staff to staff all sessions.

30.2. Members considered an extension of Saturday Assistant working hours, by way of a contract variation, to provide permanent cover of Resource Centre's opening hours Monday to Saturday. NALC model contract would apply. Members noted that the staff member's hourly rate and job description was equal to the previously acknowledged resigned post. Town Clerk advised members that she was awaiting confirmation that the staff member was available to take up a position of 20.5 to 24 hours per week.

### RESOLVED

**Committee Recommendation:** that the Council approve the offer of a NALC contract extension to the current Saturday Assistant post holder to work up to 24 hours per week.

30.3. Members noted that providing the offer recommended above is accepted, recruitment of an additional Resource Centre Assistant would not be necessary.

- 30.4. Members considered the alignment of Resource Centre Cover Staff hourly rate with Central Bedfordshire Council's hourly rate with effect from 1<sup>st</sup> April 2017. The Town Clerk advised that CBC pay cover staff at CBC's SCP 11; due to rise to £8.19 per hour on 1<sup>st</sup> April 2017. This rate had been used in calculating the cover staff budget for 2017/18. Members acknowledged that cover staff were taken from a bank of staff employed by CBC Library Services on the basis that they were suitably experienced.

**RESOLVED**

**Committee Recommendation:** that the Council approve the alignment of Resource Centre Cover staff hourly rate with that paid by CBC, being SCP 11.

**16/31 OCCUPATIONAL HEALTH SERVICES & HEALTH CAPABILITY PROCEDURE**

- 31.1. Members considered the utilisation of Bedford Borough Council Occupational Health Services to support the Council in managing its employee sickness absences. Rates of services were provided to members. The Town Clerk advised members that any specific request for services, and the resulting expense, would be subject to the approval of the Council prior to any support being engaged.

**RESOLVED**

**Committee Recommendation:** that the Council approve the utilisation of Bedford Borough Council Occupational Health Services to support the Council in managing its employee sickness absences.

- 31.2. Members considered a first draft of a 'Health Capability Procedure' to provide a structured approach to managing employee absences. Discussion took place on the rationale for introducing the procedure. The Town Clerk advised members that Bedford Borough Council Occupational Health Services had recommended a policy be implemented to provide a structured approach to managing absence. Members agreed that an amendment to 4.1. was appropriate, in relation to the frequency of contact during absence, to avoid too much pressure being applied. It was agreed that the 2<sup>nd</sup> bullet point be amended to read "*Where the date of return is not known, the employee should keep their Line Manager informed on a regular basis, no less frequently than weekly but more often if requested*".

Members also noted that the suggested handwritten amendment to para. 6.6. in relation to accrual of sick pay benefits paid in connection with the same health condition and in the event of intermittent absences, should recognise that conditions relating to a disability should be considered independently.

**RESOLVED**

**Committee Recommendation:** that the Council approve the adoption of the amended document at the next Council meeting.

**16/32 MOBILE TELEPHONE ALLOWANCE – GROUNDS MAINTENANCE STAFF**

Members considered the current arrangement of Grounds Maintenance Staff using their personal mobile telephones to remain in contact with the Town Council Office during their working hours. The Town Clerk suggested that this practice relied on the goodwill of the staff member, and that the Town Council was unable to insist that they keep in contact using this method of communication. Lone working practices were noted as being reasonable justification for contact to be maintained with Grounds Maintenance Staff.

**RESOLVED**

**Committee Recommendation:** that the Council approve the payment of £10 per month to Grounds Maintenance Staff effective 1<sup>st</sup> April 2017, to be paid via PAYE, with deductions to be made on a pro-rata basis in the event of either sickness or other absence exceeding 1 week.

### **16/33 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**

Mr Watson suggested that the Council may wish to consider the inclusion of a caveat in the 'Health Capability Procedure' to the effect that employees will be required to agree to working with an a Health Service provider. The Town Clerk advised that this arrangement was stated within the NALC contract of employment.

### **16/34 EXEMPT AGENDA ITEM: 11**

To resolve to exclude members of the public and press from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business on the grounds that that this business relates:

- 1) to labour relations issues (Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).

#### **RESOLVED**

**that members of public and press be excluded from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted.**

### **16/35 CONSIDERATION OF CURRENT PERSONNEL ISSUES**

- 35.1. Members considered a 'Fit for Work Plan' obtained in respect of employee who had been absent from work due to sickness, noting that the proposed return to work date of 3<sup>rd</sup> January 2017 had not been achieved. In light of the current plan no longer being representative of the current situation, members considered whether the 'Fit for Work Fit Note' was acceptable in terms of providing adequate documentation of the employee's unavailability for work.

#### **RESOLVED**

**that the employee be asked to provide a GP or Hospital Certificate of Sickness covering them from 4<sup>th</sup> January 2017 until their return to work.**

- 35.2. Members considered the engagement of LGSS Law Ltd to provide employment issues advice to the Town Council. The Town Clerk advised that she had consulted LGSS Law Ltd on a present employee relations matter to obtain an estimate of their fees, which amounted to 3 hours at £95 per hour in the first instance.

#### **RESOLVED**

**Committee Recommendation:** that the Council approve the engagement of LGSS Law Ltd to provide advice to the Town Council on a present employee relations matter, in line with their estimate of 3 hours work at £95 per hour.

- 35.3. **Staff appraisals/reviews** - The Town Clerk provided members the following update:

**Town Clerk** – appraisal arranged to take place 31<sup>st</sup> January 2017.

**Assistant Clerk** – date to be agreed.

**Administrative Assistant** – completed.

**Resource Centre Manager** – review undertaken, appraisal still pending.

**Resource Centre Assistant** – no longer necessary due to resignation.

**Caretaker** – date to be agreed.

**Part-time Grounds Staff** - dates to be agreed.

- 35.4. **Performance issues** – Update provided. A further review to take place in January.

- 35.5. Members were asked to consider TOIL hours accrued by Town Clerk over recent months following the additional hours spent preparing the detailed 2017/18 budget and working on Personnel issues outside of her normal working hours.

#### **RESOLVED**

**Committee Recommendation:** that the Council approve the payment of up to £676 (26.18 hours a 1.5 hourly rate) in relation to overtime hours worked, recognising that the Town Clerk had yet to take her full holiday entitlement for the current holiday year and the taking of additional TOIL hours would have an adverse effect on her workload.

The meeting closed at 9.50pm

**CHAIRMAN**

**Date**

DRAFT