



Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Employment Policy Committee of Bletchley and Fenny Stratford Town Council held at Meeting Room - Syc House on Tuesday, 2nd May, 2023 commencing at 8.00 pm

Present: Cllrs G Bedford, E Hume and E Kelly-Wilson

Absent: Cllr M Imran

Apologies: Cllr K Ely

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

Min Ref

- EMPC23-2421 **Councillors' apologies for absence**
It was RESOLVED to note the apologies and absence without apologies as listed above.
- EMPC23-2422 **Councillors' declarations of interest in matters on the agenda**
There were no declarations of interests
- EMPC23-2423 **Minutes of the previous meeting of the committee and to note that the meeting due to take place on 31 March 2023 had not taken place.**
It was RESOLVED that the draft minutes of the meeting of the committee held on 21 February 2023 be approved. It was noted that the meeting scheduled to be held on 31 March 2023 did not take place.
- EMPC23-2424 **Public Speaking**
There were no representations from members of the public.
- EMPC23-2425 **Health and safety matters affecting employees and council activities**
With reference to outstanding items from the 2023 Health and Safety Action Report, the Environment and Premises Manager had reported a further delay in procurement of fire doors for Sycamore House as previous quotations were considerably higher than thought ideal.

It was RESOLVED to note the position and express the committee's concern that this health and safety matter was not being assigned sufficient importance and should be expedited.
- EMPC23-2426 **Financial management report showing expenditure against budget for the year to date on employment matters**
It was RESOLVED to note a report showing expenditure on staff matters for the financial year to 31 April 2023.
- EMPC23-2427 **Recommendation from the Finance and Governance Committee concerning employee holiday**
Following discussion it was RESOLVED to approve a recommendation from the Finance & Governance Committee (minute reference FC23/24-11) to approve compensation for additional hours worked by staff by way of an additional day of annual leave. The clerk noted that all leave allowances had recently been increased by one day under the national agreement and that there was an extra bank holiday for



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the coronation; provision of any extra leave had an impact on productivity and it was suggested that this should be avoided in future though the staff team appreciated this recognition of their hard work.

EMPC23-2428 **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 would include discussion of individual employees including their personal circumstances and conditions of employment.

EMPC23-2429 **Confirmation of individual salary increments for specified staff due to take effect from 1 April 2023 to be backdated to that date and included in the May payroll**

The clerk presented a confidential report with information about the town council's contractual obligations to provide annual increments for members of staff. This report was reviewed and discussed in the light of the recent pay comparison review undertaken by Paydata and reported upon at the last meeting of the committee. Those employees who had reached the top of the pay banding for their role were not entitled to any increments.

It was RESOLVED that the following increments be confirmed and implemented with effect from 1 April 2023:

Employee role	Increment by number spinal column points on the approved pay scales
Support Services Manager	1
Environment and Premises Manager	1
Finance Manager	2
Projects and Media Officer	2
Administration Officer	2
Bookings and Facilities Officer	1
Environment Officer	1

Those employees who received two increments were contractually entitled to one increment but two had been awarded to bring pay into line with the findings of the pay review.

EMPC23-2430 **Proposed pay bandings for existing roles using the levels assigned in the Paydata report discussed at the last meeting of the committee**

The clerk reported that further work was required on pay bandings associated with some job descriptions and this item was deferred to the next committee meeting so that a decision could be considered when all the information was available.

EMPC23-2431 **Confidential report on matters affecting employee performance and ability to meet the council's current and future needs**

The clerk tabled a confidential document which was supported by an oral report. The presentation included information about changes to the council's workload over the previous year and anticipated changes which would be implemented when the town council began delivery of the landscaping services. The presentation also included an overview of the work of the Support Services and the Environment and Premises teams.

It was RESOLVED that the review of the work of the Environment and Premises team



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would be extended to include a review of the work of the Support Services team.

The clerk reported that recent recruitment activity for a full-time employee for a fixed term contract to cover parental leave and to provide additional temporary capacity in the Support Services team had not been successful. Discussion followed and it was recognised by the committee that employment market conditions meant it was difficult to recruit to fixed term contracts. Different options were explored.

It was RESOLVED to recommend to full council that a new full time and permanent post of Support Services Officer be added to the existing staff structure. The proposed job description and the rationale for this would be presented to all members at the annual meeting of council. It was to be noted that this post had not been included in the 2023-24 budget.

The meeting closed at 9.27 pm

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