



Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Employment Policy Committee of Bletchley and Fenny Stratford Town Council held at Newton Leys Pavilion on Tuesday, 6th June, 2023 commencing at 7.30 pm

Present: Cllrs K Ely, E Hume, E Kelly-Wilson and U Osumili

Absent:

Apologies: Cllr G Bedford

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

Min Ref

- EMPC23-2432 **Councillors' apologies for absence**
It was RESOLVED to note Cllr Bedford's apologies for absence as listed above. (Cllr Osumili was unavoidably delayed and was not present at the start of the meeting and he gave his apologies for late arrival when he joined the meeting.)
- EMPC23-2433 **Councillors' declarations of interest in matters on the agenda**
There were no declarations of interests.
- EMPC23-2434 **Minutes of the previous meeting**
It was RESOLVED that the draft minutes of the meeting of the committee held on 2 May 2023 be approved as a correct record of proceedings.
- EMPC23-2435 **Public Speaking**
There were no representations from members of the public.
- EMPC23-2436 **Report on health and safety matters affecting employees and council activities**
The clerk reported that health and safety works to fire doors and stairs at Sycamore House discussed at the last meeting of the committee had since been procured using officer delegated powers in consultation with the Chair of the Council, the Vice-chair of the Council and the Chair of the Finance Committee in accordance with the committee's request that this matter be expedited. This concluded the outstanding items from the Health and Safety Action Plan and the use of delegated powers would be ratified at the next meeting of the Finance and Governance Committee. The works were expected to be completed during June.
- EMPC23-2437 **Financial management report showing expenditure against budget for the year to date on employment matters**
It was RESOLVED to note the report.
- EMPC23-2438 **Exclusion of the public for the following item of business**
It was RESOLVED that members of the public and press be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest. This was because of the confidential nature of the business to be transacted which would include discussion of a potential staff review and restructure.
- EMPC23-2439 **Confidential review of employee structure in the light of changing business needs and economic conditions and future working arrangements**



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(Cllr Osumili joined the meeting.)

Members reviewed a confidential report prepared by the clerk following instructions at a previous meeting. (Document reference: Confidential Staff Restructure Report for Employment Policy Committee 6 June 2023.) The report set out the council's short- and medium-term organisational priorities and delivery plans and detailed the changes to the town council's workload which had taken place over the last few years. The implications of the forthcoming delivery of landscaping services were also explored. The current approved employee structure and current distribution of work was documented and a preliminary potential new structure and distribution of work which aimed to meet current business needs was also set out along with details of financial implications for the council taking into account potential redundancies and considering the ongoing negotiations between the employers and the unions regarding NJC pay scales for 2023-24. (It was known that the employers' latest offer was a fixed lump sum of £1925 per employee but this had not been accepted by the unions who were balloting members.)

The report was discussed in detail and several proposed courses of action were explored in depth.

It was RESOLVED that the proposed new staff structure and distribution of work should be revised from that proposed in the original report and the clerk was instructed to undertake further work in consultation with WorkNest the town council's employment advisors prior to consultation with existing employees.

Meanwhile, it was RESOLVED that the town council would begin recruitment of three landscape operatives as previously approved by full council and of one additional member of the support services team as previously approved by full council and respective job descriptions were agreed.

New town council pay bandings were discussed in the light of information from the confidential independent Paydata report previously considered at the committee. It was RESOLVED that the Support Services Manager's job title would be changed to Deputy Town Clerk, the pay banding for the post would be amended to SCP 36-39 and that the postholder would be awarded an increment of one spinal column point with effect from 1 July 2023.

The meeting closed at 9.05 pm