



## FLITWICK TOWN COUNCIL

### **DRAFT Minutes of the Personnel Committee Meeting held on 22<sup>nd</sup> February 2022 at 7:45pm at the Rufus Centre**

Present:

Cllr J Dann (Chairman)

Cllr A Snape

Cllr C Thompson

Cllr I Blazeby (attended remotely)

Also present:

Rob McGregor – Town Clerk & Chief Executive

Stephanie Stanley – Corporate Services Manager

#### **1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted for Councillor Badham – ill health.

#### **2. DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item – none.
- (b) Non-Pecuniary interests in any agenda item – none.

#### **3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman advised there had been some difficulties accessing the meeting paperwork via Sharepoint. Officers were asked to check the access permissions to the Personnel file.

#### **4. PUBLIC OPEN SESSION**

There were no members of the public present.

#### **5. MEMBERS QUESTIONS**

There were no questions.

#### **6. MINUTES**

- a. For Members to receive and adopt the minutes of the Personnel Meeting, held on **Thursday 13<sup>th</sup> January 2022** via virtual access. (**this item will be taken under Exempt**).

Members received and adopted as a true record, the minutes of the Personnel Committee meeting held on Thursday 13<sup>th</sup> January 2022 with a minor amendment to initialise the volunteer being discussed.

**7. MATTERS ARISING**

- a. Minutes of the Personnel Meeting held on Thursday 13<sup>th</sup> January 2022.

There were no matters arising.

**8. PUBLIC OPEN SESSION**

There were no members of the public present.

**9. ITEMS FOR CONSIDERATION**

**a. Volunteer Policy**

Members discussed that the draft Volunteer Policy lent towards specific types of volunteering and not the Council's supporting actions. It was confirmed that the Council did not receive corporate responsibility offers. Members would send the Town Clerk some cosmetic amendments and the amended version would be discussed at the next meeting.

**b. Committee Priorities**

Members discussed potential priorities and asked the Town Clerk if the accreditation awards that were being aimed for would sit under this Committee. Members were informed that the Officer team did not have many more actions to take to apply for all three levels at once, except altering the way finance information is published. Members were advised that finance papers should be presented to the Council monthly and published following these meetings. Reference was made to the sensitive information that would not be published.

Members discussed the option of staff satisfaction surveys, and it was agreed these were not to be progressed as feedback of this kind was obtained through the appraisal process. The relatively small size of the organisation did not lend itself well towards surveys. Members believed the 360 appraisals had been worthwhile with constructive comments given.

It was agreed for the Committee to see a copy of the appraisal process.

It was **resolved** to progress with the following Personnel Committee priorities for 2022:

1. Stable Staffing Structure with remaining agreed vacancies filled.
2. A robust performance management process working across all employees.
3. Targeted training programs to support personal development.

**c. Domestic Abuse Policy**

Members discussed the circulated draft Domestic Abuse Policy. Members felt the Policy was perhaps too repetitious and questioned the reasoning for statistics in the

opening paragraph. It was agreed the statistics could be adjusted through the review process to ensure this information continued to be accurate and for a line to be inserted regarding disclosures to managers and the wellbeing impact of this. Members discussed re-phrasing the initial reference to perpetrators and including a section on members of the public making disclosures now that the Rufus Centre was a registered Safe Space. Members were advised that the Community Services Manager was trained in this area and that most of the staff team had received some training in readiness for the building being a Safe Space.

It was **resolved** to accept the circulated Domestic Abuse Policy in principle with Members' amendments to be sent to the Town Clerk. The final version after amendments would be presented to the next Personnel meeting.

## **10. ITEMS FOR INFORMATION**

### **a. Disability Resource Centre**

Members noted information provided by the Disability Resource Centre.

## **10. EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

10a-d Staff Matters

It was **resolved** to accept the Officer Recommendation to amend the Catering Assistant vacancy Job Title to Assistant Chef at Spinal Column Point 6. The circulated Job Description for the Assistant Chef was approved.

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.