



## FLITWICK TOWN COUNCIL

**DRAFT** Minutes of the HR Committee held on 9<sup>TH</sup> July 2025  
at the Rufus Centre at 7.30pm.

Present:

Cllr A Snape  
Cllr I Blazeby  
Cllr J Roberts (Chair)

Also present:

Stacie Lockey – Town Clerk

Members of the public - 0

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

Apoloiges for absence were received and accepted for Cllr Harald – holiday and Cllr Parson – work commitment.

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

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

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

### 3. **CHAIRMANS ANNOUNCEMENTS**

There were no announcements.

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

No items.

### 5. **MEMBERS QUESTIONS**

No items.

### 6. **MINUTES**

- a. For Members to receive and adopt the minutes of the HR Meeting, held on **14<sup>th</sup> March 2025**.

It was **resolved** to adopt the minutes of the HR Meeting held on 14<sup>th</sup> March 2025 at the Rufus Centre as a true record.

### 7. **MATTERS ARISING**

- a. Minutes of the HR Meeting held on 14<sup>th</sup> March 2025.

There were no matters arising.

8. **PUBLIC OPEN SESSION**

There were no items.

9. **ITEMS FOR CONSIDERATION**

a. **Vice Chairman**

It was RESOLVED to elect Cllr Harald as vice-chairman.

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.

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

a. **Confidential Report**

Members noted the confidential report.

b. **Town Clerk Update**

Members noted the update from the Town Clerk.

c. **Employee Handbook**

It was **resolved** to adopt the Employee Handbook, subject to one amendment on page 5.

The meeting closed at 20.18.



## Flitwick Town Council

# Volunteer Pack

This pack contains all documents for volunteers to understand their role, responsibilities, and support while volunteering with Flitwick Town Council (FTC). It includes:

1. Volunteers Policy
2. Volunteer Agreement
3. Volunteer Code of Conduct

### **1. Volunteers Policy**

#### **1. Purpose**

Flitwick Town Council (FTC) recognises the valuable contribution volunteers make to its community work and how vital they are to the success of projects and events.

This policy provides a framework for how FTC will manage volunteers and sets out what volunteers can expect from the Council. It ensures volunteering opportunities are safe, inclusive, and rewarding, and that volunteers are recognised and supported.

This policy applies to all volunteers undertaking work or duties on behalf of FTC in a voluntary capacity. It does not apply to:

- FTC Paid Officers
- FTC Elected Members
- Contractors

Requirements for these individuals are detailed in relevant adopted policies or contracts (e.g. Standing Orders).

#### **2. Principles**

- Volunteering will not replace paid employment.
- FTC Officers will work positively with volunteers and actively seek to involve them.
- Volunteering benefits both individuals and the wider community, providing skills, experience, diversity, and personal satisfaction.
- FTC benefits through greater community engagement, enhanced service delivery, and temporary capacity increases.
- Opportunities will vary each year in line with the Corporate Strategy and community needs.

### **3. Volunteering Opportunities**

Many of FTC activities involve working in partnership with community and voluntary groups, which generates volunteering opportunities.

#### **3.1 Regular Volunteering**

Opportunities include but not limited too:

- Food collections and support for the Community Fridge.
- Assisting with the Forget Me Not Group.
- Supporting Lunch Club (monthly, over-60s activity).

#### Guidelines to be followed:

- Written agreement outlining mutual expectations (not a contract).
- Task outline provided.
- Information pack issued
- Induction and relevant training provided.
- Application forms include pronoun preferences and health disclosures.
- NDA may be required for sensitive information roles.
- Insurance cover extended as appropriate.
- Volunteers will be expected to follow FTC's Volunteer Code of Conduct, which sets out expected standards of behaviour and respect for others. *This is in the volunteer handbook.*

#### **3.2 One-off Volunteering**

One-off volunteering roles will be available as part of FTC's schedule of activities and events.

Examples:

- Litter picks.
- Tree planting.
- Event support (e.g. marshalling, ticketing, raffles).
- Green space volunteers

#### Guidelines to be followed:

- Informal conversation or email outlines expectations.
- Task description given verbally or in writing.
- Volunteers briefed on relevant risk assessments.

### **4. Recruitment**

- Volunteers may be recruited via advertising, word of mouth, other organisations, or direct approach.
- FTC is committed to accessible volunteering and will make reasonable adjustments.
- Some roles may require an interview.
- Where volunteers are placed through another organisation (e.g. schools, charities, businesses), FTC will work in partnership with that organisation to ensure responsibilities, insurance, and safeguarding are clear.

### **5. Expenses**

- Lunch: Up to £5.00 per day (minimum 5 hours volunteering), reimbursed with receipt.
- Travel: £0.45 per mile (via approved Mileage Claim Form).
- Community Fridge: Expenses detailed in separate Volunteer Handbook.
- Other expenses: May be reimbursed with prior Town Clerk approval.

## **6. Approval**

All volunteering opportunities must be approved by the Town Clerk.

## **7. Support**

- Volunteers will have a named point of contact.
- Support may include supervision, feedback, and opportunities for development.
- Exceptions (e.g. Duke of Edinburgh volunteers) will be reviewed case-by-case.

## **8. The Volunteer's Voice**

FTC values feedback from volunteers and encourages them to share views with their named contact, staff, or Councillor. FTC welcomes suggestions for improvement and is committed to resolving any issues at the earliest stage.

Regular volunteers will be issued with a copy of the Council's Complaints/Grievance Procedure in their information pack. Copies are also available from the Town Clerk on request.

## **9. Insurance**

- FTC insurance covers volunteers during Council activities.
- Exception: Community Fridge food collection volunteers using their own vehicle must rely on personal insurance.
- Volunteers driving the Community Fridge van are covered by FTC insurance.

## **10. Health & Safety**

- FTC will conduct risk assessments for all volunteering activities.
- Volunteers must follow FTC's Health & Safety Policy and wear PPE as required.
- Medical conditions affecting participation must be disclosed.
- Volunteers will be made aware of FTC's Safeguarding Policy. DBS checks and training provided where appropriate.

## **11. Equal Opportunities**

- FTC's Equality Policy applies to both staff and volunteers.
- Volunteers must commit to supporting equality and diversity.

## **12. Safeguarding Children & Vulnerable Adults**

- For regulated activity, enhanced DBS checks and barred list checks will be carried out.
- Community Fridge volunteers are exempt unless role-specific checks are required.
- FTC will balance safeguarding with civil liberties.

## **13. Problem-Solving**

FTC aims to resolve issues quickly and informally wherever possible. Volunteers are encouraged to raise concerns directly with their named contact or the Town Clerk in the first instance.

## **14. Confidentiality**

- Volunteers must maintain confidentiality during and after volunteering.
- Information must not be shared unless required by law.
- All volunteers will receive a copy of FTC's GDPR Policy.

## **15. Right to Leave**

Volunteers give their time freely and are not required to give notice. However, FTC requests advance notice where possible if a volunteer is unable to attend or wishes to end their involvement.

FTC also reserves the right to end a volunteering arrangement where necessary, for example in cases of serious misconduct, safeguarding concerns, or breach of confidentiality.

## **16. Data & Privacy**

FTC will process volunteer personal data in line with its obligations under the UK GDPR and Data Protection Act 2018.

- Volunteer data will only be collected for legitimate purposes.
- Data will be stored securely and retained in line with FTC's Retention Schedule.
- Volunteers have rights under data protection law, details of which are set out in the Council's Privacy Notice.

## **17. Recognition**

FTC greatly values the contribution of its volunteers. Volunteers may be recognised in the following ways:

- Thank-you letters or certificates.
- References, upon request and subject to satisfactory volunteering records.
- Invitations to recognition or celebration events where appropriate.

## **18. Monitoring & Review**

This policy will be reviewed every two/three years by the Town Clerk in consultation with the HR Committee, or sooner if required due to changes in legislation or Council practice.

## **2. Volunteer Agreement**

This agreement describes the arrangement between Flitwick Town Council (FTC) and the volunteer. It is not a contract of employment and is not legally binding.

### **1. The Role**

As a volunteer with FTC, you will be supporting:

(Insert project/service name, e.g. Community Fridge, Forget Me Not Group, Events Team)

Your main tasks will include:

- (List key duties here)

### **2. What FTC will provide you**

- A named contact for support and supervision.
- Induction, training, and guidance relevant to your role.
- Insurance cover while volunteering on behalf of FTC.
- Reimbursement of agreed expenses (see Volunteers Policy).
- A safe and respectful volunteering environment.
- Regular opportunities to provide feedback.

### **3. What FTC asks of you**

- Carry out your role responsibly and reliably.
- Follow FTC's Health & Safety, Safeguarding, Equality, and Confidentiality policies.
- Respect the values and principles of FTC.
- Inform your contact as soon as possible if you are unable to attend or wish to end your volunteering.
- Maintain confidentiality during and after your volunteering.

### **4. Confidentiality & Safeguarding**

You may have access to information that must remain confidential. FTC's GDPR, Safeguarding, and Child & Vulnerable Adults Policies will apply, and you may be asked to complete a DBS check if appropriate.

### **5. Duration**

This agreement will remain in place for as long as you volunteer with FTC. Either party may end the arrangement at any time.

### **6. Acknowledgement**

This agreement is not intended to create a legally binding contract of employment, partnership, or agency relationship. It simply sets out expectations and support for volunteering with FTC.

Signed (Volunteer): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (FTC Officer): \_\_\_\_\_ Date: \_\_\_\_\_

## **3. Volunteer Code of Conduct**

### **Purpose**

The purpose of this Code is to ensure all volunteers understand the standards of behaviour expected while representing Flitwick Town Council (FTC). Volunteers are expected to act professionally, respectfully, and in line with Council policies at all times.

### **1. General Behaviour**

- Treat all people with respect, dignity, and fairness.

- Act in a manner that reflects positively on FTC.
- Follow Council policies, procedures, and instructions.
- Be reliable, punctual, and fulfil agreed commitments.
- Avoid discriminatory, offensive, or inappropriate language or behaviour.

## **2. Confidentiality**

- Respect confidentiality of information gained while volunteering.
- Do not share personal, financial, or sensitive information about service users, staff, or Council business without proper authorisation.
- Follow GDPR and Data Protection requirements.

## **3. Health, Safety & Safeguarding**

- Follow all health and safety procedures and use provided PPE.
- Report any risks, hazards, or incidents immediately to your named contact.
- Comply with safeguarding policies and procedures for children, young people, and vulnerable adults.

## **4. Equality & Diversity**

- Promote equality and inclusion at all times.
- Treat everyone fairly regardless of age, gender, ethnicity, religion, sexual orientation, disability, or background.
- Challenge discrimination and report concerns to your named contact or the Town Clerk.

## **5. Use of Council Resources**

- Use Council property, equipment, and resources responsibly and only for approved volunteering activities.
- Respect the environment and public property when volunteering outside Council premises.

## **6. Professional Boundaries**

- Maintain appropriate relationships with service users, staff, and fellow volunteers.
- Do not exploit, harass, or intimidate anyone in the course of your volunteering.
- Avoid conflicts of interest and declare any potential conflicts to your contact.

## **7. Social Media & Public Communications**

- Do not make public statements, social media posts, or communications on behalf of FTC unless authorised.
- Maintain professionalism online and offline.

## **8. Breaches of Conduct**

- Any breach of this Code may result in the end of the volunteering arrangement.
- Serious misconduct may also involve reporting to relevant authorities, particularly in safeguarding matters.

## **9. Acknowledgement**

I have read and understood the Flitwick Town Council Volunteer Code of Conduct and agree to follow its principles while volunteering.

Signed (Volunteer): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (FTC Officer): \_\_\_\_\_ Date: \_\_\_\_\_



## FLITWICK TOWN COUNCIL

### Training and Development Policy for Councillors and Staff

Adopted ~~by Council: December 2021~~ HR Committee September 2025  
Planned Review Date: ~~December 2023~~ September 2027

#### Introduction

This Policy supersedes all previous training policies.

Flitwick Town Council recognises that its most important resources are its Members and officers, and it is committed to keeping them appraised of current issues and to developing them to their potential. Some training is necessary to ensure compliance with all legal and statutory requirements.

Training can be defined as “a planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation” (Chartered Institute of Personnel and Development)

The objectives of this Policy are to:

- Encourage Members and staff to undertake appropriate training and development.
- Allocate training in a fair manner.
- Ensure that all training is evaluated to assess its value.
- Ensure that the Town Council has the necessary skills to plan and deliver high quality services.

#### Commitment to Training

Flitwick Town Council is committed to the training and development of all Members/councillors and staff to enable them to make the most effective contribution to the Council’s aims and objectives in providing the highest quality representation and services to the Town.

There are a number of benefits to training, it:

- Improves the quality of the services and facilities provided by the Council.
- Enables the organisation to achieve its corporate aims & objectives.
- Demonstrates commitment to employees and acts as a motivator, attractor and retention aid.
- Enables Members to undertake their duties to the best of their ability.
- Improves the skill base of both Members/councillors and employees and aids team working.

#### Councillors

Members bring a vast range of skills and experience to the Council. However, both local government and the world around it, are fast changing and it is an essential investment to develop Members/councillors to their full potential. In addition, the Council have a number of functions and it is important for Members/councillors to fully appreciate the implications of the decisions they make.

~~The Council will establish a comprehensive Development Programme for members, based on the following approach:~~

- ~~• Skills development for individual members or groups of members.~~
- ~~• Seminars, Briefings & Workshops to raise general awareness of topical issues.~~
- ~~• Briefings and awareness raising prior to making a key decision or policy.~~

~~A rolling programme will be established immediately following the adoption of this Policy and following normal elections and updated annually.~~

Certain training is identified as essential for all ~~Members~~councillors including:

- Induction for new ~~Members~~Councillors.
- General Power of Competence.
- Code of Conduct and Ethical Framework
- Equality responsibilities.
- ~~Understanding the Planning System (for members of Planning Committee).~~
- ~~Finance and VAT.~~

Some ~~Member~~se~~councillors~~ may have undertaken relevant training at principal council level or in some cases as part of their employment.

~~Training needs are prioritised by the Personnel Committee following advice from the Town Clerk and completion of a questionnaire by councillors.~~

~~Other training opportunities will be offered to Members as and when they become available, such as finance, planning, etc.~~

## **Employees**

~~An annual training and development plan will also be established by the Town Clerk and approved by Personnel Committee for employees and volunteers. It will however be flexible to accommodate new staff or newly identified needs.~~

Training needs are determined by the ~~performance review~~appraisal process and are set as targets for individual staff members by the Town Clerk on a yearly basis. Training needs are also identified during the appointment process and by informal discussion. Although sometimes training does need to be prioritised, the Council will try to accommodate requests from staff which are reasonable and appropriate.

Certain staff are required to hold valid First Aider qualifications or be trained as fire wardens

Training is prioritised on the following grounds (not in priority order):

- Legislative requirements e.g., health and safety
- Changes in relevant legislation
- Changes in systems, new working methods or equipment
- New or revised qualifications available
- The delivery of devolved or new services
- Specialists need.
- Unexpected need e.g., following a service failure or accident
- Identified competence issue

Corporate training is necessary for subjects including corporate objectives or working practices, equality, health and safety.

Other considerations include:

- Implications of employee release for training courses upon the operational need and capacity of the Town Council
- Economic and effective means of training the employee
- Provision and availability of the training budget
- Continued professional development in line with requisite professional bodies.

All new staff will receive induction training.

## **Resourcing training**

Sufficient funds are allocated in the budget for Staff and Members for training purposes with a forecast of anticipated expenditure presented to Members for consideration each year as part of the bBudget setting process. ~~Separate budget headings are allocated for Members and Staff.~~

### Qualifications

Employees may apply to take qualification training. These will be considered on an individual basis and will be dependent upon the need or priorities of the Town Council

- National Vocational Qualifications (NVQs)-The Town Council view these as accrediting existing knowledge and is greatly encouraged.
- Career Personal Development (CPD)-The Town Council supports the Career Personal Development of all its employees.
- Employees will be required to attend training courses, workshops or seminars where necessary relating to legal responsibilities and corporate standards.

### **Delivery**

Members' training, learning and development opportunities will be arranged predominately by Bedfordshire Association of Town and Parish Councils (BATPC). This will be supplemented as appropriate by in-house provision, the use of local training organisations and by inviting "guest speakers" to Council or committee meetings.

Most staff training needs are catered for by BATPC, Society of Local Council Clerks (SLCC), or local colleges, again supplemented by specialist providers.

Some joint training for both members and officers is not only cost effective but often gives added value through a cross fertilisation of ideas.

Staff and Members attending courses are encouraged to pass on what they have learned to colleagues where appropriate.

### **Financial assistance**

The cost of training for Members will be paid for by the Council and reasonable associated costs such as travel and subsistence, reimbursed.

The Town Council will pay and/ or assist with expenses incurred to cover the cost of tuition and examination fees for employees provided that the training is approved by the Town Clerk

Costs for travel to tuition, courses or examination will generally be paid. This will include such expenses as:

- Course fees
- Examination fees
- Associated membership fees
- The purchase of resources to complete a course or examination

Where training is provided for a qualification or exceeds the general costs of training, then employees will be expected to sign an appropriate agreement to manage the risks associated with the Council's investment in the training. If an employee fails to sit an examination within a reasonable period of time, fails to satisfactorily progress or discontinues the course, the Town Council may withdraw its support and may request reimbursement of the financial assistance the employee has received to that date

Should any absence from attending any training or courses occur, it must be reported to the Town Clerk immediately. Failure to do so may result in disciplinary action being taken.

### **Study leave**

Employees who are given approval to undertake external qualifications will be granted



		Use of tablets	
		Basic IT Skills	
		Using the Internet	
		Chairmanship skills	
		Mediation Skills	
		Social Media	
		Marketing & Communication skills	





## FLITWICK TOWN COUNCIL Market Supplements Policy

### 1. Purpose

The Green Book states, 'pay arrangements should generally be set at a level that will recruit and retain employees, minimising the need to use market supplements.' However, from time to time, introducing a market supplement is the correct action to suit the organisation's needs to ensure efficient operations with sufficient staffing and equal opportunities for all employees.

As part of Flitwick Town Council's commitment to being a modern and flexible employer, the Council will consider implementing market supplements for job roles where it is not possible to recruit and/or retain employees at the job-evaluated rate, because of local or national shortages.

General matters relating to Market Supplements included in this policy have been taken from the Green Book which has been adopted by the Council.

### 2. Eligibility

Market supplements are available for all part time and full-time employees of the Council.

Market supplements can be actioned during recruitment for single roles or as part of an over-arching review of existing employee benefits.

#### Procedure

The Senior Management Team (SMT) can seek approval from the HR Committee of the Council to consider market supplements for job roles based on:

- Clearly evidenced recruitment and/or retention problems.
- Sufficient benchmarking and market salary testing for the same role or similar roles within other comparable organisations which show a distinct difference in pay.
- The requirement of having a clear review timeframe for the market supplement, which would be communicated to any employee benefiting from the scheme and to assist with Council budgeting. A set timeframe is not given within this policy because this would change depending on 'market' changes. The HR Committee would receive a recommendation from the SMT regarding extending or withdrawing any market supplement fee from an employee's pay. Any employee receiving a market supplement would be issued with official notification detailing this amendment to contract and similarly, the

same action would be taken for any withdrawal of a market supplement payment.

- The 'job evaluated' grade and any market supplement is clearly identified, shown as a separate allowance to the pay/grade determined by job evaluation, and is understood by employees in receipt.

### 3. Equality

The Council is committed to ensuring equal opportunities for all employees and there is a risk with supplementing pay, that this situation might be open to abuse or favouritism. This risk will be mitigated by:

- Ensuring that the supplement is applied to existing and newly recruited positions if relevant.
- Clear review timescales.
- The Town Clerk and Deputy Town Clerk are trained in Job Evaluation/pay grading.
- HR Committee involvement.

