



**CHIPPENHAM  
TOWN COUNCIL**

Improving the quality of town life

**30 May 2019**

**To Councillors:**

**Desna Allen  
Pete Bishop  
Teresa Hutton  
Nina Phillips  
Sandie Webb**

**Richard Bambury  
Jenny Budgell  
Andy Phillips  
David Powell**

**Meeting of the Human Resources Committee Thursday 06 June 2019**

**Dear Councillor,**

**You are summoned to attend a meeting of the Human Resources Committee to be held at the Town Hall, High Street, Chippenham on Thursday 06 June 2019 commencing at 4pm for the transaction of the business given in the Agenda attached.**

**Please note members of the public are invited to address the council at this meeting at 4pm.**

**Yours faithfully,**

**Mark Smith MBA LLB (Hons) CMgr FCI FSLCC  
Chief Executive**

All council meetings are open to the public and press

## RECORDING OF PUBLIC COUNCIL MEETINGS

Recording and using social media is permitted at Council meetings which are open to the public - however, anyone wishing to do so must speak to the Town Council staff prior to the meeting as there are rules which must be followed.

### 4pm - PUBLIC QUESTION TIME (not to exceed 30 minutes)

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Any individual representation is limited to no more than 3 minutes. The Chairman will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting.

A record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting.

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## Agenda

Human Resources Committee - 06 June 2019

Wards affected    Page  
no.

1.        **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2.        **NOTIFICATION OF SUBSTITUTION**

To receive any notification of substitution made to the Chief Executive.

3.        **DECLARATION OF INTEREST**

All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct.

Members are reminded to declare any dispensation granted in relation to any relevant matter.

4.        **ELECTION OF CHAIRMAN**

To elect a Chairman of the Human Resources Committee for the ensuing municipal year.

**Elected Chairman to take the chair.**

	Wards affected	Page no.
5.	<b><u>ELECTION OF VICE-CHAIRMAN</u></b>	
	To elect a Vice-Chairman of the Human Resources Committee for the ensuing municipal year.	
6.	<b><u>MINUTES</u></b>	5
	To approve as a correct record and to sign the draft minutes of the extraordinary meeting held on Thursday 04 April 2019 (copy attached).	
7.	<b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b>	
	To receive any announcements from the Chairman.	
8.	<b><u>TO ESTABLISH A PANEL OF THREE COUNCILLORS TO HEAR DISCIPLINARY APPEALS</u></b>	
	To receive a written report from the Chief Executive to establish a panel of three councillors for the purpose of hearing and determining disciplinary appeals.	
9.	<b><u>TO ESTABLISH A PANEL OF THREE COUNCILLORS TO HEAR GRIEVANCE APPEALS</u></b>	
	To receive a written report from the Chief Executive to establish a panel of three councillors for the purpose of hearing and determining grievance appeals.	
10.	<b><u>TO ESTABLISH A PANEL OF THREE COUNCILLORS TO CREATE THE CHIEF EXECUTIVE'S PERFORMANCE PANEL</u></b>	
	To receive a written report from the Chief Executive to establish a panel of three councillors for the purpose of conducting the Chief Executives appraisal process.	
11.	<b><u>TRAINING AND DEVELOPMENT UPDATE</u></b>	All 7
	To receive a report from the Business Support Manager on training and development of staff and councillors (copy attached).	

		Wards affected	Page no.
12.	<b><u>SICKNESS AND ABSENCE</u></b>  To receive a report from the Director of Resources updating councillors on sickness and absence (copy attached).	All	9
13.	<b><u>PRESS RELEASE</u></b>  To consider, if necessary, the issue of a press release arising from the meeting.		
14.	<b><u>DATE OF NEXT MEETING</u></b>  The next meeting of the Human Resources Committee will take place on Thursday 05 September 2019.		
15.	<b><u>EXCLUSION OF THE PUBLIC AND PRESS</u></b>  To pass, if considered necessary, the following resolution: “The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2”.		
16.	<b><u>CHIPPENHAM MUSEUM - RESTRUCTURING PROPOSAL</u></b>  To receive and consider a report from the Head of Heritage and Museum Services regarding a restructure at the Museum (copy attached).	All	12
17.	<b><u>CUSTOMER SERVICES - RESTRUCTURING PROPOSAL</u></b>  To receive and consider a report from the Chief Executive regarding the restructure of Customer Services (copy attached).	All	16
18.	<b><u>VERBAL STAFFING UPDATE</u></b>  To receive a verbal staffing update from the Chief Executive.	All	



**CHIPPENHAM TOWN COUNCIL**

Minutes of a Meeting of the Human Resources Committee  
held at the Education Room, Chippenham Museum, High Street, Chippenham at 4pm on  
Thursday 4 April 2019

**Councillors:** Desna Allen                      Richard Bambury                      Pete Bishop  
                         Jenny Budgetell                      Teresa Hutton                      David Powell  
                         Sandie Webb (Chairman)

**Officers Present:** Mark Smith (Chief Executive)  
                         Adrian Jones (Deputy Chief Executive)  
                         Nick Rees (Director of Resources)  
                         Daryl Jones (Corporate Support Manager)

**Public and Press:** None in attendance and no public questions.

**62. APOLOGIES FOR ABSENCE**

Apologies for absence received from Councillors Nick Murry and Andy Phillips.

**63. NOTIFICATION OF SUBSTITUTION**

No notifications of substitution were received.

**64. DECLARATION OF INTEREST**

No declarations of interest were received.

**65. MINUTES**

To approve as a correct record and to sign the minutes of the Human Resources Committee meeting held on Thursday 7 February 2019.

**RESOLVED that**

The minutes were approved as a correct record and signed by the Chairman.

**66. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed Nick Rees to his new role of Director of Resources and congratulated Heather Rae on her successful promotion to Democratic Services Manager.

**67. MARKET & COMPLIANCE OFFICER**

The Chief Executive presented the report to Councillors to seek approval to increase the staffing establishment by one full time position.

**RESOLVED that**

Councillors noted the report and agreed to the appointment of a Market & Compliance Officer from 1 June 2019.

**68. SERVICE DELIVERY STAFF**

The Chief Executive presented the report to Councillors to seek approval to increase the staffing establishment by up to six additional full time Service Delivery grounds- person posts.

**RESOLVED that**

Councillors noted the report and agreed to the appointment of additional service delivery grounds-person posts up to a maximum of six as from 1 June 2019.

**69. PRESS RELEASE**

No press releases were requested by Councillors.

**70. DATE OF NEXT MEETING**

The next meeting date of this Committee will take place on Thursday 6 June 2019.

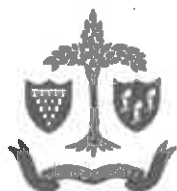
The meeting closed at 4.35 pm.

These minutes are subject to confirmation at the next meeting.

Signed on behalf of the Town Council as a true record of the meeting.

Signature

Date



## Agenda Item 11

Meeting	Human Resources Committee
Date	06 June 2019
Report Title	Training & Development Update
Author	Daryl Jones, Business Support Manager

### 1.0 PURPOSE OF REPORT

- 1.1 To update Councillors of the training and development activities that have been undertaken by staff and councillors at Chippenham Town Council in the last 3 months.

### 2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 Staff are encouraged to develop their professional and technical knowledge and attend training and seminars that have a benefit to the work place.

### 3.0 TRAINING UNDERTAKEN SINCE FEBRUARY 2019

- 3.1 For Councillors to note that the following training courses have been undertaken or will be undertaken in the next month by various staff and councillors:-

- Back to Basics HR Toolbox Training (13 people, half day)
- Bid Writing Basics & Advanced (1 person, one day)
- Chainsaw (LLANTRA) Maintenance (1 person, one day)
- Customer Care Training (35 staff, half day)
- Equality & Diversity Training (22 staff and 6 councillors, half day)
- Fire Safety & Fire Marshal Training (18 people, half day)
- IOSH Managing Safety (1 person, one day)
- LGV Category C Licence (1 person, one day)
- Maintenance Artificial Surfaces (2 people, one day)
- Museum Accreditation Process (2 people, one day)
- Office Managers Conference (1 person, one day)
- Operators' Licence (1 person, one day)
- Reception Training (1 person, four days)
- Social Media Strategy (2 people, one day)
- South West Museums Volunteering Forum (1 person, one day)
- Writing Funding Applications (1 person, half day)

### 4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

- 4.1 Staff training links to priority 5 of the Corporate Plan: Effective and efficient use of resources:

- a) Invest in our staff and councillors, providing training opportunities where appropriate.
- b) Ensure that we operate within legislation, regulation, ethical guidelines and best practice.

## **5.0 STAFFING IMPLICATIONS**

- 5.1 Staff submit a request in advance of the training for approval by their line manager. Staff cascade any information they have acquired to the appropriate people within the organisation for greater benefit.

## **6.0 FINANCIAL IMPLICATIONS**

- 6.1 There is an agreed training budget for staff and councillors, the training detailed in this report will be funded from the budget of £16,000 for the year 2019-2020.

## **7.0 RECOMMENDATIONS**

- 7.1 For Councillors to note the contents of this report.





## Agenda Item 12

Meeting	Human Resources Committee
Date	06 June 2019
Report Title	Sickness and Wellbeing Update
Author	Nick Rees, Director of Resources

### **1.0 PURPOSE OF REPORT**

1.1 To update Councillors on current sickness absence status.

### **2.0 INTRODUCTION AND BACKGROUND INFORMATION**

2.1 Sickness and absence information is reported to the Human Resources Committee every 6 months.

### **3.0 UPDATES ON SICKNESS ABSENCES**

3.1 The information contained in the table in Appendix A gives a comparison with the previous half year periods, for the last 2.5 years. Chippenham Town Council continues to be below the national average levels of days lost due to sickness absence per person within local government (Local Government Association Workforce Survey 2016/17). However, the average sickness days increased to 8.0 days per annum in 2018/19 from 3.7 days in the previous year (compared to the national average of 8.9 days per annum), with two people on long term sickness in the first half of the year, increasing to four in the second half of the year. Excluding employees on long term sickness the average sickness days would be 1.7 days.

### **4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES**

4.1 Corporate Priority 5 - Effective and efficient use of resources.

### **5.0 STAFFING IMPLICATIONS**

5.1 There are no staffing implications.

### **6.0 FINANCIAL IMPLICATIONS**

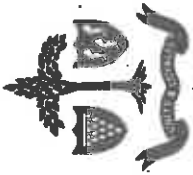
6.1 There are no financial implications.

### **7.0 LEGAL IMPLICATIONS**

7.1 There are no legal implications.

## **8.0 RECOMMENDATIONS**

**8.1 Councillors note the contents of this report.**



**APPENDIX A**

	Oct'16 to Mar'17		Apr'17 to Sep'17		Oct'17 to Mar'18		Apr'18 to Sep'18		Oct'18 to Mar'19	
	No of days absence	No of staff ill	No of days absence	No of staff ill	No of days absence	No of staff ill	No of days absence	No of staff ill	No of days absence	No of staff ill
Accident at work	1	1	0	0	0	0	5	2	97	1
Digestive upsets	19	7	21	9	10	4	19	9	15	6
Flu/Cold	62	16	52	11	68	17	25	10	12	5
Migraine	5	4	2	2	2	2	1	1	4	1
Depression/Stress	0	0	15	2	37	2	41	1	47	1
Medical Appt./Surgery	5	1	4	2	1	1	59	3	20	1
Back Problems	3	2	3	1	4	2	6	3	110	1
Other	32	2	0	0	2	2	0	0	2	1
<b>Total Days of sickness absence</b>	<b>127</b>		<b>97</b>		<b>124</b>		<b>156</b>		<b>307</b>	
Total no of staff ill from workforce	25		22		20		19		14	
Total staff who were not ill	29		35		42		41		43	
Average no of sick days per member of staff	2.4		1.7		2.0		2.6		5.4	
National average of sick days in local govt (per annum)	8.9		8.9		8.9		8.9		8.9	