



27 August 2020

To Councillors:

| | |
|------------------------|-----------------|
| Desna Allen (Vice) | Richard Bambury |
| Pete Bishop | Jenny Budgell |
| Teresa Hutton | Andy Phillips |
| Nina Phillips | David Powell |
| Sandie Webb (Chairman) | |

Meeting of the Human Resources Committee Thursday 03 September 2020

Dear Councillor,

You are summoned to attend a meeting of the Human Resources Committee to be held virtually using the Zoom platform on Thursday 03 September 2020 commencing at 4pm for transaction of the business given in the Agenda attached.

The meeting can be accessed by the following link or ID and password:
<https://zoom.us/j/99686124443?pwd=Q0s1LzFsekNlZHIzcnp0Q2U3c0dzZz09>

Meeting ID: 996 8612 4443
Passcode: CTC20

Please note members of the public are invited observe the meeting virtually and have the opportunity to address the council at this meeting at 4pm. A guide is available for members of the public, for any support in accessing the meeting virtually please contact the Town Council at least 24 hours in advance of the meeting.

Yours faithfully

Mark Smith MBA LLB (Hons) CMgr FCMl 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. Please note that Chippenham Town Council will be recording this meeting for training and monitoring purposes only.

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.

To aid the virtual meeting process, Chippenham Town Council ask members of the public to email their questions to enquiries@chippenham.gov.uk no later than 12pm on the day before the meeting.

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.

Agenda

Human Resources Committee - 03 September 2020

| | Wards affected | Page no. |
|--|----------------|----------|
| 1. <u>APOLOGIES FOR ABSENCE</u> | | |
| To receive apologies for absence. | | |
| 2. <u>NOTIFICATION OF SUBSTITUTION</u> | | |
| To receive any notification of substitution made to the Chief Executive. | | |
| 3. <u>DECLARATION OF INTEREST</u> | | |
| 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. <u>MINUTES</u> | | 5 |
| To approve as a correct record and to sign the draft minutes of the extraordinary meeting held on Thursday 16 July 2020 (copy attached). | | |

| | Wards affected | Page no. |
|---|----------------|----------|
| 5. | | |
| <u>CHAIRMAN'S ANNOUNCEMENTS</u> | | |
| To receive any announcements from the Chairman. | | |
| Item 6 and confidential items 13-14 to consider | | |
| 6. | All | |
| <u>TO ESTABLISH THE FOLLOWING PANELS OF THE HUMAN RESOURCES COMMITTEE FOR THE MUNICIPAL YEAR 2020/21:</u> | | |
| <u>i) DISCIPLINARY PANEL</u> | | |
| To nominate three Councillors to establish a panel for the purpose of hearing and determining disciplinary appeals. | | |
| <u>ii) GRIEVANCE AND COMPLAINTS PANEL</u> | | |
| To nominate three Councillors to establish a panel for the purpose of hearing and determining grievance appeals. | | |
| <u>iii) CHIEF EXECUTIVE'S PERFORMANCE REVIEW PANEL</u> | | |
| To nominate three Councillors to establish a panel for the purpose of conducting the Chief Executive's appraisal process. | | |
| Items 7-9 to note | | |
| 7. | All | 9 |
| <u>REFRESH OF THE PROTOCOL FOR THE INVOLVEMENT OF COUNCILLORS IN THE INTERVIEW PROCESS FOR OFFICER POSITIONS</u> | | |
| To receive a report from the Chief Executive regarding administrative changes to the Interview Protocol and to clarify the role of Councillors and Officers in the interview process (copy attached). | | |
| 8. | All | 11 |
| <u>TRAINING AND DEVELOPMENT UPDATE</u> | | |
| To receive a report from the Business Support Manager updating on training and development of staff and Councillors (copy attached). | | |
| 9. | All | 13 |
| <u>STAFFING UPDATE</u> | | |
| To receive a report from the Finance Manager regarding council staff starters and leavers (copy attached). | | |

10. **ITEMS FOR COMMUNICATION**

To consider any items for communication and any items to be consulted with the Youth Council.

11. **DATE OF NEXT MEETING**

The next meeting of the Human Resources Committee will take place on Thursday 05 November 2020.

12. **EXCLUSION OF THE PUBLIC AND PRESS**

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”.

13. **VERBAL STAFFING UPDATE**

All

To receive a confidential verbal staffing update from the Chief Executive.

14. **CHIEF EXECUTIVE REVIEW**

All

To receive a confidential report from the Director of Community Services.



Minutes of an extraordinary meeting of the Human Resources Committee held virtually on Zoom platform Thursday 16 July 2020 at 4pm.

Councillors present:

Desna Allen
Pete Bishop
Teresa Hutton
Nina Phillips
Sandie Webb

Richard Bambury
Jenny Budgetell
Andy Phillips
David Powell

Officers present: Mark Smith, Chief Executive
Barry Pirie, Director of Community Services
Nick Rees, Director of Resources
Heather Rae, Democratic Services Manager
Gillian Ballinger, Finance Manager
Helen Bywater, Corporate Support Officer
Michael Weeks, Democratic and Civic Officer
Ann Chard, Administrative Services Officer - Planning
Andy Conroy, Planning Officer

Public present: There was one member of the public present.

PUBLIC QUESTION TIME

There were no written or verbal questions from any member of the public.

Mayor of Chippenham, Councillor Teresa Hutton in the Chair

1. APOLOGIES FOR ABSENCE

There were no Apologies of absence received from Councillors.

2. NOTIFICATION OF SUBSTITUTION

No notifications of substitution were received.

3. DECLARATION OF INTEREST

No declarations of interest were received.

4. **ELECTION OF CHAIRMAN**

Councillor Sandie Webb was nominated as Chairman by Councillor Nina Phillips and was seconded by Councillor Pete Bishop and with no other nominations it was

RESOLVED that

Councillor Sandie Webb be elected Chairman of the Human Resources Committee for the municipal year 2020/2021.

Councillor Sandie Webb in the Chair

5. **ELECTION OF VICE CHAIRMAN**

Councillor Desna Allen was nominated as Vice Chairman by Councillor Sandie Webb and was seconded by Councillor Jenny Budgell and with no other nominations it was

RESOLVED that

Councillor Desna Allen be elected Vice Chairman of the Human Resources Committee for the municipal year 2020/2021.

6. **MINUTES**

To approve as a correct record and to sign the minutes of the meeting held on Thursday 06 February 2020.

RESOLVED that

The minutes were approved as a correct record and will be signed by the Chairman at a later date.

7. **CHAIRMAN'S ANNOUNCEMENTS**

There were no announcements from the Chairman.

8. **NOTE ALL HUMAN RESOURCES DECISIONS MADE UNDER DELEGATION**

The Chief Executive presented the list of all Human Resources decisions that were made under delegated authority by the Chief Executive during the period 17 March to 16 July 2020.

RESOLVED that

Councillors noted the list of Human Resources decisions made under delegated authority throughout the period 17 March to 16 July 2020.

9. **VERBAL UPDATE FROM CHIEF EXECUTIVE ON IMPACT OF COVID-19 AND FUTURE PLANS**

The Chief Executive updated the Committee verbally noting that staff had been both working from home or at work physically since the start of lockdown. In addition on 1 July the transfer of services and assets from Wiltshire Council to the Town Council was completed including four Idverde employees to the Environmental Services Team. Work has been continuing at Stanley Park Sports Ground, Neeld Community and Arts Centre, Museum, Town Hall. No staff were furloughed under the government's scheme.

It was highlighted that the Corporate Management Team had met daily, the Extended Corporate Management Team had met monthly in addition to one to one and team meetings. Government guidelines, information about hygiene, risk assessments, access to mental health support and occupational health had been circulated to all staff. Mandatory online COVID-19 training for all staff had been put in place before returning to the building safely. Reception will open on Friday 17 July 2020.

Prior to lockdown, the Council was on a trajectory to being more flexible, focusing on output rather than being physically present. Many staff have laptops with the opportunity to work remotely and flexibly. The Chief Executive expressed his pride in all employees for how they have responded to the COVID-19 pandemic.

Councillor Jenny Budgell asked for clarification on whether any staff had been furloughed and why the government scheme was not taken advantage of for casual staff. The Chief Executive confirmed that no staff had been furloughed and noted that there was a lack of clarity on eligibility at the time and that the casual staff were needed.

Councillor Desna Allen noted that the verbal update demonstrated that staff had been engaged and will return to the building at a future date.

Councillor Nina Phillips noted that the press has asked her why security staff had been employed for reception for four days. The Chief Executive noted that when officers looked at the best way to re-open it was decided to engage an accredited security person in the same way as supermarkets to protect our staff, residents and customers that come in as a precautionary measure.

RESOLVED that

Councillors noted the verbal update from the Chief Executive.

10. **ITEMS FOR COMMUNICATION**

Councillors did not request any specific items for communication.

11. **DATE OF NEXT MEETING**

The next meeting date of this Committee will take place on Thursday 03 September 2020.

12. **EXCLUSION OF THE PUBLIC AND PRESS**

RESOLVED that

“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”.

One member of the public left the meeting.

13. **ENVIRONMENTAL SERVICES RESTRUCTURE PROPOSAL**

The Director of Community Services presented the confidential report to Councillors regarding the Environmental Services Restructure Proposal. It was noted that there were no budgetary risks or pressures associated with the restructure proposal or moving forward and an external HR consultant had been engaged.

With all in favour it was

RESOLVED that

Councillors supported the evaluation of the roles and all re-grades were agreed with effect from 1 April 2020.

The meeting closed at 4.30 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 7

| | |
|--------------|---|
| Meeting | Human Resources Committee |
| Date | 03 September 2020 |
| Report Title | Refresh of the protocol for the involvement of Councillors in the interview process for officer positions |
| Author | Mark Smith, Chief Executive |

1.0 PURPOSE OF REPORT

- 1.1 To update the protocol for the involvement of Councillors in the interview process for the recruitment of officer positions following change in officer roles and titles within the council and to provide clarity with regard to the role of councillors and officers.

2.0 BACKGROUND INFORMATION

- 2.1 At the Personnel Sub Committee on 8 June 2017, Councillors adopted a clear procedure for the recruitment of staff at Chippenham Town Council. This was further updated by the Human Resources Committee on 7 February 2019.

3.0 UPDATED INTERVIEW PROTOCOL

- 3.1 The table at 3.2 below indicates the various roles within the Chippenham Town Council interview process. It is proposed that in the event of an even allocation of votes for a particular candidate the chairman of the interview panel shall have the casting vote. All panel members have an equal vote, any external advisers will advise the panel but do not have a vote.

- 3.2 Interview protocol.

| Position | Longlist panel | Councillor involvement in the interview process | Chair of the interview panel & the interview panel | Decision ratified by Full Council |
|--|--|---|--|-----------------------------------|
| Tier 1 Chief Executive | Leader/ Chairman of Council and external adviser if required | Yes | Leader of the Council chairs the panel. The Human Resources Committee + outgoing Chief Executive, Director(s) and/or external adviser if required | Yes |
| Tier 2 Director of Community Services/ Director of Resources | Chief Executive/ Director and Corporate Support Officer | Yes | Chief Executive, chairs the panel. Director(s) Corporate Support Officer Leader of the Council, + 2 Councillors from the Human Resources Committee + external adviser if required | No |

| | | | | |
|-------------------------------|---|-----|---|----|
| Tier 3 Section Head | Chief Executive/ Director/ Corporate Support Officer | Yes | Chief Executive or a Director chairs the panel. Corporate Support Officer + 2 Councillors from the Human Resources Committee | No |
| Posts below Section Head | Director/ Corporate Support Officer + Section Manager as appropriate | No | A Director or section manager chairs the panel Corporate Support Officer | No |

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 The interview protocol links to priority 5 of the Corporate Strategic Plan; effective and efficient use of resources:-

‘Provide strong, clear and consistent leadership at Councillor and officer level’.

5.0 STAFFING IMPLICATIONS

5.1 There are no staffing implications to consider.

6.0 FINANCIAL IMPLICATIONS

6.1 There are no financial implications to consider.

7.0 RECOMMENDATIONS

7.1 Councillors are requested to consider the administrative changes and adopt the updated interview protocol as outlined above in section 3, and also agree a future review date of May 2021.



Agenda Item 8

| | |
|--------------|---------------------------------------|
| Meeting | Human Resources Committee |
| Date | 03 September 2020 |
| 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 6 months and are planned in the near future.

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 2020

- 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:-
- ECMT Recruitment Training (13 people, ½ day)
 - ECMT Performance Management (13 people, ½ day)
 - CiLCA Enrolment and Training for 1 year (2 people)
 - Climate & Emergency Planning Webinar (1 person, 1 ½ hours)
 - Climate Change Carbon Footprint Workshop (13 people, 1 ½ hours)
 - Virtual Meetings and Postponement of Elections Regulations : Guidance, Implications and Insight Webinar (3 people, 1 hour)
 - Covid-19 Weekly Brief: Parish Councils on the powers and legal requirements with respect to virtual meetings and decision making Webinar (1 person, 1 hour)
 - Level 3 Diploma in Turf Surface Management
 - Prevent Covid 19 online via Virtual College for 40 staff
 - GDPR Training online via Zoom Meeting for 26 staff
- 3.2 For Councillors to note that the Democratic Services Manager has successfully gained the Certificate in Local Council Administration (CiLCA) qualification which provides a broad knowledge of all the aspects of a clerk's work - roles and responsibilities, the law, procedures, finance planning and community involvement.
- 3.3 For Councillors to note that the Market & Compliance Manager has successfully gained the National General Certificate in Occupational Health and Safety. (The NEBOSH Certificate being the gold standard in health and safety qualifications).

3.4 For Councillors to note that the three Customer Services Assistants and the Democratic & Civic Officer has successfully gained the Introduction to Local Council Administration qualification reputed to be essential knowledge for administrative employees in the sector.

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 £10,000 for the year 2020/21. Current training budget spend to date is £2,894.

7.0 RECOMMENDATIONS

7.1 For Councillors to note the contents of this report.



Agenda Item 9

| | |
|--------------|------------------------------------|
| Meeting | Human Resources Committee |
| Date | 03 September 2020 |
| Report Title | Staffing Update |
| Author | Gillian Ballinger, Finance Manager |

1.0 PURPOSE OF REPORT

- 1.1 To update Councillors on the current staffing levels (starters and leavers), from January 2020 -July 2020.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 The Establishment Status which is updated each year, contains the list of all staff employed by Chippenham Town Council. It contains information on each employee such as scale points, start dates, pension information etc. This information is signed off by the Chief Executive, and is audited by the Internal Auditor. Currently we have 71 staff employed, 42 full time, 9 part time and 20 on casual / varied hour's contracts.

3.0 STAFFING UPDATE

- 3.1 From January 2020 to July 2020 we have had 11 new starters and 7 leavers the breakdown is as below:

3.2 Starters 11

- 1 Customer Service
- 5 Venues (casuals) taken on just before Covid-19
- 5 Outside Staff due to Devolution

Leavers 7

- 5 Venues (4 Casuals, 1 temp)
- 1 Outside Staff
- 1 Stanley Park

The government do not provide national statistics to compare to.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

- 4.1 Current Staffing Levels links to priority 5 of the Corporate Plan: 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 as all staff have been budgeted for.

7.0 RECOMMENDATIONS

7.1 Recommendations are for councillors to note the report.