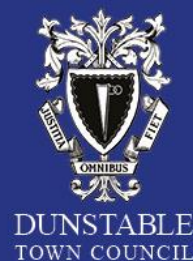


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Paul Hodson, Town Clerk and Chief Executive

Notice of a Meeting of the **Personnel-Sub Committee**

Date: **Friday 10 January 2025**

Dear Councillor,

A meeting of the **Personnel-Sub Committee** will be held on **Thursday 16 January 2025**, at **Grove House** at **7:00 PM**.

Please see the below QR code to access the full agenda:



Yours faithfully

Paul Hodson
Town Clerk and Chief Executive

Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.

AGENDA

024/25 Apologies for Absence

025/25 Declarations of Interest

026/25 To approve as an accurate record the Minutes of the Meeting of the Personnel Sub-Committee held on 14 November 2024

2024-11-14 - Personnel-Sub Committee - Minutes.pdf

027/25 HR Summary - information report

Item 4 - HR Summary Update January 2025.pdf

028/25 Exclusion of the press and public

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

029/25 Verbal Update on Staffing Matters

To: All Members:

Louise O'Riordan (Council Member), Sally Kimondo (Councillor), Gregory Alderman (Council Member), Richard Attwell (Council Member), Liz Jones (Council Member), Nicholas Kotarski (Council Member), Johnson Tamara (Council Member),

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF PERSONNEL SUB-COMMITTEE

**HELD AT THE COUNCIL CHAMBER, GROVE HOUSE, HIGH STREET NORTH,
DUNSTABLE**

ON THURSDAY 14 NOVEMBER FROM 19:00 PM

Present: Councillors Louise O’Riordan (Town Mayor), Sally Kimondo (Deputy Town Mayor), Gregory Alderman, Richard Attwell, Liz Jones (Chair) and Nicholas Kotarski (Vice-Chair)

In Attendance: Paul Hodson – Town Clerk and Chief Executive
Kelley Hallam – HR & Payroll Manager

In Attendance: None
(Remotely)

Public: Nil

253/24 - Apologies for Absence

None

254/24 - Declarations of Interest

None

255/24 - To approve as an accurate record the Minutes of the Meeting of the Personnel Sub-Committee held on 26 September 2024

The Minutes of the meeting of the Personnel Sub-Committee held on 26 September 2024 were approved as a correct record and were signed by the Chair.

256/24 - HR Summary - information report

Members received an update on HR matters including staffing, sickness, people management, enhanced benefits and improvement projects.

It was confirmed that due to the success of the Away Day, that another would be planned for next year once an appropriate venue had been found.

257/24 - Exclusion of the press and public

It was proposed, seconded and

RESOLVED: In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

258/24 - Pay Review

Members received a detailed report on the results of the pay review that had been carried out.

It was proposed, seconded and

RESOLVED: That the Committee recommend to the Finance and General Purposed Committee:

i) To accept the outcome of the Pay Review in full, to be applied from 1 April 2025.

ii) To amend the Council's policy to stipulate that pay progression will be suspended during a capability process, and to give line managers discretion, in consultation with the Town Clerk and Chief Executive, to allow staff who have performed exceptionally to progress by two salary points where this is possible.

259/24 - Establishment amendments

A verbal update was given by the Town Clerk and Chief Executive on the current situation in regard to the establishment amendments agreed at the previous meeting of this Committee.

The meeting closed at 19.28 PM

DUNSTABLE TOWN COUNCIL

PERSONNEL SUB-COMMITTEE

THURSDAY 16 JANUARY 2025

HR UPDATE

Purpose of Report: For information only
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1. STAFFING

- 1.1. Dunstable Town Council currently employs 79 staff.
- 1.2. Of these staff, 48 have permanent contracts, 6 have fixed-term contracts and 25 are casual workers.
- 1.3. 39 employees are full-time, 15 employees are part-time.
- 1.4. Two full-time employees tendered their resignation in December. Their leaving dates are at the end of January/beginning of February. Recruitment packs are being put together in preparation for advertising these positions if internal recruitment is not appropriate.

2. SICKNESS

- 2.1. As of 1 January 2025, there were 3 staff members on long-term sick.
- 2.2. Liaison with our Occupational Health provider is ongoing for one employee. The HR & Payroll Manager and the Head of Service for the employee had a meeting with the Council's Account Manager at Worknest in December to discuss the ongoing delay issues. A national shortage of occupational health practitioners is partly to blame but are still waiting on a resolution from Worknest.

3. PEOPLE MANAGEMENT

Engagement

- 3.1. Quarterly All-Staff meeting dates have been set for the year. These are held on 2 different days, at 2 different times and 2 different venues to enable as many staff to attend as possible. We also record one of the sessions and share this on MS Teams to allow anyone who was unable to attend in person to view it.
- 3.2. The first of this year's meetings will be held on 27 and 30 January 2025.
- 3.3. Staff receive a monthly newsletter to update them on recent news and events. This is emailed directly both to their work email and/or their personal email. The average rate of staff opening and reading the newsletter is 58%. The HR

& Payroll Manager continues to work on encouraging staff to take the time to open and read the email, and the Communications and Marketing Officer continues to try different content to attract attention.

- 3.4. A new version of Coffee with Paul is currently being programmed in for 2025. Meetings will now be rotated to be held at each of the Council's sites and the Town Clerk and Chief Executive will have an informal group chat with all team members located at that site.

Away Day

- 3.5. The HR and Payroll Manager along with the Senior Management Team have started planning this year's Staff Away Day. Venues and content for the day are being investigated.

Training

- 3.6. The annual Fire Safety training has been allocated to all staff via Virtual College with an aim to be completed by the end of January 2025.
- 3.7. Quotes have been requested for Sexual Harassment training that all staff will need to complete as part of our risk assessment on prevention of sexual harassment at work. There will be different training requirements for managers, councillors and staff.

Health and Wellbeing

- 3.8. A programme of Health & Wellbeing events for 2025 is currently being planned. One of the first events planned is an information talk on wills: why you should make one and how you go about it.

4. ENHANCED STAFF BENEFITS

Wagestream

- 4.1. 20 eligible staff are currently enrolled to use Wagestream to enable them to access their wages early. 4 staff also have a Build Pot where they allocate some of their wages to a saving scheme.

Vivup

- 4.2. 25 eligible staff are currently registered to use the Vivup app. There are currently 9 active orders from the Home & Electronics option, where household items are purchased, and repaid monthly, interest free, directly from their wages. 3 orders were placed in the lead up to Christmas.
- 4.3. Vivup also provides a Lifestyle Savings scheme, where vouchers for High Street Shops can be bought at a discount. Over £350 worth of orders for vouchers have been purchased which gave staff a savings of £16.

ToHealth

- 4.4. The HR and Payroll Manager is currently liaising with ToHealth to get this year's date booked in.

Octopus Electric Vehicles

- 4.5. One member of staff has leased an electric vehicle from the scheme.

Employee Assistance Programme

- 4.6. This year to date, no staff have accessed the Employee Assistance Programme. Reminders to staff of this service are given regularly in the staff newsletter and via MS Teams.

5. IMPROVEMENTS AND PROJECTS

- 5.1. As part of the new duty under the Equality Act 2010 that requires employers to take "reasonable steps" to prevent sexual harassment of their employees, the Town Council's Dignity at Work policy is being updated and risk assessments are taking place to see what measures need to be implemented to mitigate risks. A full report will be available at the next meeting of this sub-committee for Members to review and approve.
- 5.2. The HR & Payroll Manager has started work on producing an individual staff summary for each employee that will give a full status on what they receive or is available as an employee of Dunstable Town Council. This will include details of pay, pension provision, annual leave, other leave (sickness, carer's etc) and staff benefits and will be provided for the start of the new financial year.
- 5.3. As part of the pay review implementation, the HR & Payroll Manager and the relevant Head of Service, will be meeting with each employee individually to explain how the review process was carried out and the outcome for them and their role. This will give staff the opportunity to ask any questions and resolve any individual queries immediately and confidentially.

6. AUTHOR

Kelley Hallam – HR & Payroll Manager
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