

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF PERSONNEL SUB-COMMITTEE

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

ON THURSDAY 12 APRIL 2018

Present: Councillors Peter Hollick (Chairman), Liz Jones, John Kane and Pat Staples

In Attendance: David Ashlee (Town Clerk and Chief Executive) and Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies for Absence: Councillor Claire Meakins

1. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

2. QUARTERLY STAFF AWARD SCHEME

The Sub-Committee noted that this was the second quarter when there had been no nominations submitted for the Quarterly Staff Award Scheme, although reminders were sent to all staff. Nevertheless, it was agreed that the Scheme would continue and nominations would be considered as and when received for any given quarter.

3. HR SUMMARY UPDATE

Members received a report that detailed a comparative summary of staff sickness records for 2015/2016 to 2017/2018. The summary showed that staff sickness within the Council had remained at acceptable levels and that there was no cause for any remedial action at this time. Members noted the current arrangements for those returning on a phased return from long term sick leave.

Members also received details of long term authorised leave of absences and staff resignations for the year 2017/18.

4. STAFF ESTABLISHMENT REPORT 2018

The Town Clerk and Chief Executive reported on the current staff establishment and the associated terms and conditions for all staff as of 1 April 2018.

It was noted that the number of Full Time Equivalent staff employed had reduced from 50 in 2017 to 46.7 in 2018. There were 71 established posts and members noted the breakdown of staff on specific salary bands from which it was noted the majority were on the lower Spinal Column Points ranging from Grade G to Grade F.

Members also received the detail of the National Employers proposed Pay Scales for 2018/19 which it was understood had now been agreed. Members were reminded that, as advised at the budget setting meetings this year, the proposed 2% pay award related

to spinal column points (SCP) 20 and above. SCPs 6-19 would be increased by considerably more than 2%. It was also noted that the pay offer addressed the pay scales for 2019/20 which would be 2% for the current SCP 28 and above with a higher percentage increase for those below.

5. HR POLICIES AND CONTRACT DOCUMENTATION

The Head of Finance and Support Services reported on work currently in progress with the Council's Consultant HR Advisors, Croner, to review the current standard contract of employment and the content of the staff handbook. Full details would be submitted to the June meeting of Finance and General Purposes Committee.