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DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Your Ref.

Our Ref. DA/RS

Date: 4 July 2018

Dear Councillor

Could you please note that a meeting of the Personnel Sub-Committee will be held in the Council Chamber, Grove House, High Street North, Dunstable on **12 July 2018 at 7.00 pm** when the following business will be transacted.

AGENDA

1. Apologies for Absence
2. To nominate a Chairman and Vice-Chairman of the Sub-Committee for the ensuing Municipal Year 2018/19.
3. Specific Declarations of Interest
4. Quarterly Staff Award Scheme – see page 1 (and separate enclosure for Members of the Sub-Committee)
5. Investors in People Registration – see page 2.

Yours faithfully

David Ashlee
Town Clerk and Chief Executive

To: Members of Personnel Sub-Committee

Councillors Peter Hollick, Liz Jones, John Kane, Claire Meakins, Pat Staples and Nigel Warren and other Members of the Council for information.

DUNSTABLE TOWN COUNCIL**PERSONNEL SUB-COMMITTEE****THURSDAY 12 JULY 2018****STAFF QUARTERLY AWARD SCHEME**

Purpose of Report: The purpose of this report is to present to members the nominations received for the 1st quarter staff award scheme 2018/19.

1. ACTION RECOMMENDED

- 1.1 That members determine the recipient of the 1st quarter staff award.

2. NOMINATED STAFF

- 2.1 There have been five nominations for the 1st quarter of 2018/19.

Annette Clynes – Temporary Town Centre Services Manager. Annette was nominated for the role she played in making the WW1 event such a success. Her sourcing of entertainment and attractions and assistance with marketing the event was much appreciated.

Catherine Cull-Simmonds – Priory House Waiting and Kitchen Assistant. Catherine was nominated for her willingness to be flexible, for taking on additional shifts at short notice and for the way in which she helped train new staff.

Nikki Daley – Bar and Catering Assistant, Creasey Park. Nikki was nominated for the way in which she has quickly proven to be a valuable member of the Creasey Park and Bennett's Splash teams since she started with the Council in April.

Jamie Hodges – Town Ranger. Jamie was nominated for the way in which he is always happy to help other service areas and his general positive attitude to work.

Fred Sowa – Town Centre Ranger. Fred was nominated for the way for the way in which he contributed to preparing Grove House Gardens and Priory Gardens for this year's Green Flag Judging. His eye for detail was especially appreciated.

3. AUTHOR

- 3.1 David Ashlee – Town Clerk and Chief Executive
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DUNSTABLE TOWN COUNCILPERSONNEL SUB-COMMITTEETHURSDAY 12 JULY 2018INVESTORS IN PEOPLE REGISTRATION

Purpose of Report: The purpose of this report is to present to members recent changes to the Investors in People (IIP) registration scheme and for members to recommend to the Finance and General Purposes Committee that the Council continues to seek IIP registration.

1. ACTION RECOMMENDED

- 1.1 That members note recent changes to the IIP registration scheme and recommend to the Finance and General Purposes Committee that the Council continues to try to secure IIP registration.

2. INTRODUCTION

- 2.1 Members will be aware that the Council has been accredited to the IIP registration scheme for a number years. The Council is currently assessed at operating at bronze standard and is confident that silver standard could have been achieved. Indeed working towards silver standard is a specific objective set out in the Council's Corporate Plan 2017-19.
- 2.2 However, the IIP accreditation scheme has recently changed to the 'IIP Generation 6 Framework'. This new framework removes the previous gold, silver and bronze categories and requires the Council to follow a new accreditation format. The Council will retain its current bronze status until the new accreditation is due in February 2019.
- 2.3 The new format follows the following assessment criteria
- **Discovery meeting** – requiring information on the Council's structure, vision, metrics, business updates and a self - review diagnostic
 - **Online assessment** – this involves a 38 question assessment open for all employees
 - **Context discussion** – this involves discussion with the leadership team examining, strengths, challenges and ambitions
 - **Onsite assessment**
 - **Assessment report**
 - **Feedback meeting**
- 2.4 At the end of the assessment, the organisation will be judged as being:
- Developed
 - Established
 - Advanced
 - High Performing
- 2.5 It is likely that the Council would currently be judged at Developed/Established level.

3. 2019 ACCREDITATION

- 3.1 There is no doubt that the new accreditation scheme is likely to be more onerous and time consuming than the existing scheme. However, subscribing to the discipline of achieving IIP status has no doubt benefited the Council that is a much stronger and more robust organisation than it was 10 years ago.
- 3.2 It is therefore recommended that the Council continues to try to achieve IIP registration but limits its ambitions to simply achieving registration rather than actively pursuing progress through the IIP award levels. This is simply because the new accreditation regime would require more resource from the Council that is difficult to justify with the current size of the Council and resources available (both financial and human).

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications other than the cost of the registration scheme.

5. HUMAN RESOURCE IMPLICATIONS

- 5.1 The Senior Management Team will continue to lead the IIP process with specific responsibility resting with the Head of Finance and Support Services.

6. POLICY AND CORPORATE PLAN IMPLICATIONS

- 6.1 Maintaining IIP accreditation is a specific objective contained within the Corporate Plan 2017-19

7. HEALTH AND SAFETY IMPLICATIONS AND LEGAL IMPLICATIONS

- 7.1 None

8. AUTHOR

- 8.1 David Ashlee – Town Clerk and Chief Executive
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