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DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Your Ref.
Our Ref. DA/RS

Date: 5 April 2019

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 **11 April 2019 at 7.00 pm** when the following business will be transacted.

AGENDA

1. Apologies for Absence
2. Specific Declarations of Interest
3. Quarterly Staff Award Scheme – see page 1 (and separate enclosure for Members of the Sub-Committee)
4. Staff Volunteering Scheme – 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 11 APRIL 2019****STAFF QUARTERLY AWARD SCHEME**

Purpose of Report: The purpose of this report is to present to members the nominations received for the 4th quarter staff awards scheme 2018/19.

1. ACTION RECOMMENDED

- 1.1 That members determine the recipient of the 4th quarter staff award.

2. NOMINATED STAFF

- 2.1 There have been three nominations and a team nomination for the 4th quarter of 2018/19.

Jack Adams-Rimmer – Neighbourhood Development Officer. Jack has been nominated for the way in which he administered first aid and supported a member of the public who had collapsed outside of Grove House.

Lisa Vincent – Events and Marketing Manager. Lisa has been nominated for the assistance she gave with designing a job advertisement recently used in the Municipal Journal at short notice.

Julie Garner – Priory House Shop Assistant. Julie has been nominated for her approach to providing excellent customer service.

Priory House Team - The whole Priory House Team have been nominated for their contribution to the Priory House Tea Rooms exceeding the income target for 2018/19 and in doing so achieving the best ever annual income result.

3. AUTHOR

- 3.1 David Ashlee – Town Clerk and Chief Executive
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DUNSTABLE TOWN COUNCIL

PERSONNEL SUB-COMMITTEE

THURSDAY 11 APRIL 2019

STAFF SUGGESTION SCHEME – STAFF VOLUNTEERS DAYS

<p>Purpose of Report: The purpose of this report is for members to consider recommending to F&GP establishing a 'staff volunteer scheme' for all Town Council staff.</p>

1. ACTION RECOMMENDED

1.1 That members of the Sub-Committee consider recommending to the Finance and General Purposes Committee the adoption of a 'staff volunteer scheme' the details of which are set out below.

2. BACKGROUND INFORMATION

2.1 Members will be aware that the Council operates a staff suggestion scheme. A suggestion has been received that the Council sets up a staff volunteer scheme whereby all staff are offered one day's additional paid leave to undertake volunteering duties for local charities / voluntary groups.

2.2 If the scheme were to be agreed, it would operate in the following way:

- All permanent staff would be offered the opportunity to take an additional day's leave to undertake volunteering duties for a **Dunstable based** charity or voluntary group.
- Any leave taken would have to be authorised by a Head of Service or the Town Clerk and Chief Executive in advance, in the same way and under the same conditions, that the normal annual leave process works
- The member of staff requesting their 'volunteer day' would have to provide evidence from the charity / voluntary group that they would be working for them on the relevant day
- Staff would only be given one day's opportunity in a calendar leave year and only full days would be granted (as opposed to two half days etc.)
- Staff would be able to choose which charity they wished to volunteer for but the charity's aims and objectives would have to align with those of the Council and permission would not be granted to volunteer for religious or political based charities

2.3 If approved, it is felt that adopting such a scheme would reflect well on the Council and would contribute to the Council's ongoing IIP accreditation. **Indeed adopting such a scheme was specifically referenced in the Council recent IIP accreditation improvement report.** Staff may for instance want to volunteer for Mayoral charities or indeed charities that contribute to the work of the Council.

3. FINANCIAL IMPLICATIONS

3.1 There would be financial implications to consider if this scheme were to be adopted. The Council employs a number of roles that need covering if the individual member of

staff needs covering and any staff absence affects the productivity of the Council. The financial implications would be determined by the take-up of the scheme.

4. HUMAN RESOURCE IMPLICATIONS

- 4.1 As already stated, the scheme would be operated in line with the Council's existing annual leave process and authorisation to take leave would only be given if it were felt the impact on day-to-day operations would be manageable.
- 4.2 It is also considered that adopting such a scheme would contribute to the Council's IIP accreditation and if approved will form part of the Council's IIP improvement action plan.

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 Adopting the scheme would contribute to the Council's Corporate Plan priority of 'continuing to improve the organisational management and efficiency of the Town Council'.

6. LEGAL, EQUALITIES AND HEALTH AND SAFETY IMPLICATIONS

- 6.1 There are none arising directly from this report.

7. AUTHOR

- 7.1 David Ashlee – Town Clerk and Chief Executive
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