## 

## BRADLEY STOKE TOWN COUNCIL

**Staffing Committee**

Minutes of the Meeting of the Staffing Committee of Bradley Stoke Town Council held at the Jubilee Centre, Savages Wood Road, Bradley Stoke on Monday 12th December 2022 at 7.00pm.

PRESENT: Councillors: Tom Aditya

Tony Griffiths

Franklin Owusu-Antwi

Ben Randles

Officers: Sharon Petela (Town Clerk)

Phil Francis (Deputy Town Clerk/Activity Centres Manager)

HR: Louise Constance (South Gloucestershire Council)

In his capacity as Chair of the previous Staffing Committee, Councillor Tom Aditya welcomed everyone to the meeting and thanked everyone for their support over the past year.

**1 To Elect Chair of Staffing Committee until local council elections in May 2023**

Councillor Tom Aditya proposed that Councillor Tony Griffiths serve as Chair of the Staffing Committee until the next local council elections in May 2023, seconded by Councillor Franklin Owusu-Antwi. A vote was taken, 3 in favour, 1 abstention, proposal carried.

Councillor Tony Griffiths thanked everyone for electing him and assumed the chair.

**2 Submissions from the Public**

None

**3 Apologies for absence**

None

*Councillor Tom Aditya left the meeting at this point*

**4 To Elect a Vice-chair of Staffing Committee until local council elections in May 2023**

Councillor Tony Griffiths proposed that Councillor Franklin Owusu-Antwi serve as Vice-chair of the Staffing Committee until the next local council elections in May 2023, seconded by Councillor Ben Randles, carried unanimously.

**5 Declarations by Members**

None

**6 Announcements by the Chair**

None

**7 To Agree Terms of Reference/Committee Brief**

Terms of Reference/Committee Brief for the Staffing Committee (see Appendix A) were proposed for acceptance by Councillor Ben Randles, seconded by Councillor Franklin Owusu-Antwi and carried unanimously.

**8 To consider adoption of BSTC Recruitment Policy**

It would be relevant to adopt a recruitment policy to ensure that the job recruitment process is streamlined across all areas and represents value for money.

Following discussion, Councillor Ben Randles proposed that BSTC adopts a recruitment policy, seconded by Councillor Franklin Owusu-Antwi, carried unanimously.

**9 To consider amendments to following documents to ensure Disability Accessibility**

**9.1 BSTC Job Advert**

Proposed amendments to a BSTC job advert have been circulated to ensure that the town council is disability accessible. The amendments have been suggested by WECIL (who are disability confident leaders and work closely with South Gloucestershire Council Community Learning and Skills Team).

Following discussion, Councillor Ben Randles proposed acceptance of the amendments suggested by WECIL to ensure that BSTC job adverts are disability accessible, seconded by Councillor Franklin Owusu-Antwi, carried unanimously.

**9.2 BSTC Application Form**

Proposed amendments to a BSTC application form have been circulated to ensure that the town council is disability accessible. The amendments have been suggested by WECIL (who are disability confident leaders and work closely with South Gloucestershire Council Community Learning and Skills Team).

Following discussion, Councillor Ben Randles proposed acceptance of the amendments suggested by WECIL (and wording amendments suggested by the Staffing Committee) to ensure that BSTC application forms are disability accessible, seconded by Councillor Franklin Owusu-Antwi, carried unanimously.

*It was proposed by Councillor Franklin Owusu-Antwi, seconded by Councillor Ben Randles, carried unanimously, that, in line with Standing Orders 69 and 70, in view of the confidential nature (staffing matters) of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.*

**10 General staffing updates**

Discussion took place on current staffing matters and updates were provided by BSTC officers present at the meeting, with advice from the representative from SGC HR team.

Councillors commented that it would be good to have a Long Service Award policy for BSTC staff to recognise their years of commitment as some members of staff have been working for the Town Council for over 20 years – add to the January 2023 Full Council meeting for discussion/decision.

**11 To review all BSTC Staff Appraisals**

BSTC officers left the meeting whilst appraisals were being discussed and notes were taken by the representative from SGC HR team. The notes will be circulated to staffing committee members present after the meeting for them to review.

Councillors commented that, going forward, some amendments are required to the Staff Appraisal Scheme to enable the next year’s objectives to be separated rather than included in the line manager’s comments box. The objectives set also need to be specific and time sensitive so they can be easily monitored by line managers and the Town Clerk as at the moment, all objectives set have been rather more generic. It would be better to have specific objectives for each member of staff.

It would also be useful for all projects, both ongoing and new, to have a set timeline of actions to prevent projects being unduly delayed and to ensure that all projects can be brought to timely conclusions. SGC HR representative commented that they would forward the form that is used by them which could be used as a template for adaption by BSTC - add to the January 2023 Full Council meeting for discussion/decision.

Following discussion, Councillor Ben Randles proposed that any incremental spine point increases awarded through the BSTC Recognition & Rewards Scheme are backdated to 1st November each year, seconded by Councillor Franklin Owusu-Antwi, carried unanimously.

Summary of Actions

The following items will be added to the agenda for the BSTC Full Council meeting on 16th January 2023 for discussion/decision to reflect points raised during this meeting:

* Adoption of a BSTC Recruitment Policy
* Adoption of a BSTC Long Service Awards Policy
* Update to BSTC Staff Appraisal Scheme going forward to include a reference to the date of 1st November for any incremental spinal point pay increase and to include a separate section on appraisal for objectives (with associated completion dates) to ensure that objectives set can be managed by line managers/Town Clerk in a timely manner.
* Update to BSTC Recognition & Rewards Scheme going forward to include a reference to the date of 1st November for any incremental spinal point pay increase.
* Possible formulation of project management chart/documentation (with timelines) for ongoing and new projects to enable timely completion of all projects.

12 Date and time of next meeting

Monday 27th March 2023 at 7.00pm

The Meeting closed at 9.15pm

**APPENDIX A**

**Bradley Stoke Town Council - Terms of Reference for the Staffing Committee**

# Responsibilities

The committee’s primary purpose (in conjunction with external HR advisors) is to ensure the council complies with the requirements of employment laws and follows best practice in providing good working conditions for staff.

# Membership

The Staffing Committee shall consist of five councillors (Chair and Vice-Chair of Council plus the three Chairs of Finance, Leisure, Youth & Amenities and Planning & Environment Committees). The quorum of the Staffing Committee will be three members.

The Chairman of the Staffing Committee will be appointed at the first committee meeting following the Annual Town Council Meeting. All members shall comply with the Code of Conduct, Council’s Standing Orders, BSTC Member/Officer Protocol and external HR advisors advice.

# Meetings

The Committee shall meet a minimum of twice a year, with additional meetings scheduled as and when necessary.

Confidential matters will be discussed in private rather than in public due to the confidential nature of business.

# Confidentiality

All members must preserve confidentiality of all individual staffing matters pertaining to the business of the committee.

# Delegated Powers

In cases of emergency that will not wait until the next council meeting, the committee will have delegated powers to work with Town Council line managers and external HR advisors on behalf of the council.

1. **The Committee will:**

6.1 Oversee staffing matters of the Council and the overall performance of the staff, delegating the day-to-day line management to the Town Clerk

6.2 Receive reports from the Town Clerk in respect of attendance, sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, and flexible leave requirements and with delegated the powers to resolve any associated matters

6.3 Review and implement all employment policies in consultation with members of staff

6.4 Maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations to the full Council.

6.5 Oversee the recruitment process of all staff and to delegate it.

6.6 Undertake the recruitment of the Town Clerk and Responsible Financial Officer with any associated expenditure and making the appointment, when such situation arises.

6.7 Review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts) and to approve contracts of employment.

6.8 Maintain confidentiality over all staffing matters as required under the General Data Protection Act 2018 and the Code of Conduct.

6.9 Deal with matters relating to staff conduct and to deal with complaints against staff.

6.10 Staff Appraisals

a. Ensure that annual appraisals for all staff are carried out, agree and monitor any associated actions and outcomes

b. The annual appraisal of the Town Clerk will be undertaken by the Chair/Vice Chair of the Committee.

c. Review the appraisal of all members of staff so that they are able to oversee staff and member development including identify training opportunities and ensure that all training needs are met.

d. Any member of staff who acts as an officer to one of the Council’s Committees will be appraised on the performance of that aspect of their duties by the Chair of that Committee.

6.11 Consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Council and recommended by the National Association of Local Councils and Society of Local Council Clerks.

6.12 Receive and consider any complaints made under the Council’s Grievance and Managing Employee Performance Procedure delegated responsibility take whatever action is deemed necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter. Should there be insufficient members of the Town Council without prior knowledge of the matter or otherwise available to undertake any aspect of the process, volunteers will be sought from the membership (or officers as appropriate) of other Town/Parish Councils.

6.13 Recommend use of external HR advisors or consult with such external HR advisors, when needed.

6.14 Consider such matters as may be delegated by the Council from time to time.