

Dunstable Town Council
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DUNSTABLE
TOWN COUNCIL

Paul Hodson, Town Clerk and Chief Executive

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

Date: **Friday 8 November 2024**

Dear Councillor,

A meeting of the **Personnel-Sub Committee** will be held on **Thursday 14 November 2024**, 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

253/24 Apologies for Absence

254/24 Declarations of Interest

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

[Personnel Sub Minutes 26 September 2024.pdf](#)

256/24 HR Summary - information report

[Item 4 - HR Summary Update November 2024.pdf](#)

257/24 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.

258/24 Pay Review – Report to follow

259/24 Establishment amendments – Verbal update

To: All Members and Officers:

Georgia Pearson (Democratic Services Manager), Liz Jones (Council Member), Paul Hodson (Town Clerk and Chief Executive), Gregory Alderman (Council Member), Louise O'Riordan (Council Member), Nicholas Kotarski (Council Member), Richard Attwell (Council Member), Sally Kimondo (Councillor), Kelley Hallam (Business Support Manager),

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF PERSONNEL SUB-COMMITTEE

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

ON THURSDAY 26 SEPTEMBER FROM 19:00

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

Apologies: Councillor Johnson Tamara

Public: Nil

203/24 SPECIFIC DECLARATIONS OF INTEREST

None

204/24 MINUTES

The Minutes of the meeting of the Personnel Sub-Committee held on 20 June 2024 were approved as a correct record and were signed by the Chair.

205/24 HR SUMMARY

Members noted the report.

RESOLVED that the staff discount is extended to casual staff.

206/24 SICKNESS TRIGGERS

Members received and noted the report.

RESOLVED:

- i. that additional training be provided to managers in carrying out return to work interviews, and that the form used is reviewed.
- ii. that the Committee reviews sickness in 12 months' time following the provision of further training.

207/24 EXCLUSION OF THE PRESS AND PUBLIC

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

208/24 PAY REVIEW

Members received and noted a verbal update from The Town Clerk and Chief Executive.

209/24 ESTABLISHMENT AMENDMENTS

Members received a report regarding the Corporate Services establishment.

RESOLVED: to recommend to Full Council to adopt the report's recommendations

Members received a report regarding the Community Services establishment

RESOLVED: to recommend to Full Council to adopt the report's recommendations

DRAFT

DUNSTABLE TOWN COUNCIL**PERSONNEL SUB-COMMITTEE****THURSDAY 14 NOVEMBER 2024****HR SUMMARY UPDATE**

Purpose of Report: For information only
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1 STAFFING

- 1.1 Dunstable Town Council currently employs 87 staff.
- 1.2 Of these staff, 50 have permanent contracts, 6 have fixed-term contracts and 31 are casual workers.
- 1.3 40 employees are full-time, 16 employees are part-time.

2 SICKNESS

- 2.1 As of 1 November there was only 1 staff member on long-term sick.
- 2.2 Liaison with our Occupational Health provider is ongoing for this employee. Worknest have recently changed their OH provider which is unfortunately causing delays in getting appointments and reports.

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 total in person attendance for the All-Staff meetings held in October was 38.
- 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. 58% of staff opened and read the newsletter in October. 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 Coffee with Paul continues but as this has now been taking place for nearly a year, the Town Clerk and Chief Executive along with the Senior Management Team are discussing ideas to enhance or change the concept to make sure that it doesn't become monotonous.

Away Day

- 3.5 The feedback forms staff completed on the day have been reviewed. The feedback was incredibly positive. Most staff rated the day good or average and the majority would like it to become an annual occurrence. (See graphs below). There was even spread of which activities the most liked and most staff made a comment about how it was good to spend time with other teams and meeting new people. The Senior Management Team have therefore made the decision to make the Staff Away Day an annual event. The HR and Payroll Manager is currently looking for a new venue and a date will be put in the diary for next year.



Training

- 3.6 The HR & Payroll Manager is currently liaising with the Corporate Performance and Compliance Manager to ensure that all staff's Health and Safety training is up to date as per the H&S audit that has recently taken place with Worknest.

Health and Wellbeing

- 3.7 As part of the Health and Wellbeing program, a Hedgerow Maintenance session at Mentmore Recreation Ground has been organised by the Parks and Open Spaces Officer in December. Staff can attend and help with weeding, pruning and litter picking.

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. 9 orders have placed from the Home & Electronics option, where household items are purchased, and repaid monthly, interest free, directly from their wages.
- 4.3 Vivup also provides a Lifestyle Savings scheme, where vouchers for High Street Shops can be bought at a discount.

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 were given at the away day and sent out in the staff newsletter and via MS Teams.

5 IMPROVEMENT PROJECTS

- 5.1 As per the decision of this Committee at the last meeting. The HR and Payroll Manager is currently researching best practise to enable the improvement of the Return-to-Work form and procedures. Training is also being investigated for line managers to ensure that there is a uniform approach when conducting the return-to-work interview.

6 AUTHOR

Kelley Hallam – HR & Payroll Manager
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