

**RAUNDS TOWN COUNCIL**

**PERSONNEL COMMITTEE**

Minutes: 6 October 2020: Start Time 7.30pm

**PRESENT**

Cllr B Tirebuck (Chair), Cllr H Howell, Cllr D Hughes, Cllr S Hughes, and Cllr R Beattie

**IN ATTENDANCE**

Miss Kate Houlihan, Town Clerk, Minutes

- 294.20 To receive apologies for absence.  
Apologies were received from Cllr L Wilkes**

**Resolved to note the apologies**

- 295.20 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

**NONE RECEIVED**

- 296.20 Notification of members questions in compliance with the council's standing orders.**

**NONE RECEIVED**

- 297.20 Declarations of Interest.**

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM

**NONE RECEIVED**

- 298.20 [Minutes](#) confirm the minutes of the Personnel Committee meeting held 7 July 2020.**

**RESOLVED that the minutes of the meeting held on the 7 July 2020 be confirmed as a true record.**

- 299.20 [Asylum Immigration and Nationality Policy](#): To review the council's Asylum Immigration and Nationality Policy**

Members reviewed the Asylum Immigration and Nationality Policy as shown in Appendix 1 and following discussion it was...

**RESOLVED to**

- a) recommend to the Full Council that the policy be adopted as shown in Appendix 1**
- b) ask the Finance and Policy Committee to review any relevant policies to ensure that the council complies with all legislation regarding modern slavery.**

- 300.20** [Training and Development Policy](#): To review the council's Training and Development Policy.

Members reviewed the Training and Development Policy as shown in Appendix 2 and following discussion it was...

**RESOLVED to recommend to the Full Council that the policy be re-adopted as shown in Appendix 2**

- 301.20** [Confidential Reporting \(Whistleblowing\) Policy](#): To review the council's Confidential Reporting (Whistleblowing) Policy

Members reviewed the Confidential Reporting (Whistleblowing) Policy as shown in Appendix 3 and following discussion it was...

**RESOLVED to recommend to the Full Council that the policy be adopted as shown in Appendix 3**

- 302.20** *The press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960*

- 303.20** **Establishment Report**: To receive the establishment report:

- a. To consider a draft job description and person specification for a Facilities Manager and to make a recommendation to the council thereon.

Members reviewed the draft job description and person specification and minor amendments were made and following discussion it was...

**RESOLVED to recommend to the Full Council that the draft job description and person specification be as shown in Appendix 4 and that the post is advertised from the 14<sup>th</sup> October 2020 to 31<sup>st</sup> October 2020.**

- b. To approve the revised National Pay scales

**RESOLVED that the National Pay scales from the 1<sup>st</sup> April 2020 be approved and that back pay be paid to staff in accordance with their contracts.**

- c. To consider the implications of the Furlough Scheme ending on 31<sup>st</sup> October 2020

It was noted that the scheme ended on the 31<sup>st</sup> October 2020 and that the Clerk was meeting with the staff concerned.

**RESOLVED to note the end of the Furlough Scheme**

- d. To review the organisational objectives template for 2020-21

This item was deferred and would be reviewed at Full Council.

Approved: ..... (Town Mayor)

Meeting date: ..... 13 October 2020 .....(Council)

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Confirmed: ..... (Chairman)

Meeting date: .....(Committee)

**Appendix 1 – ASYLUM, IMIGRATION & NATIONALITY POLICY**

The Immigration, Asylum and Nationality Act 2006 came into effect on 29 February 2008 replacing the Asylum and Immigration Act 1996.

All employers in the UK are required to make basic employment checks on every person they intend to employ and to undertake document checks once a year for those employees who have limited leave to enter or remain in the UK.

To avoid discrimination, the Council will ensure our checks are carried out in the same way for every candidate at each stage of our recruitment process.

Prior to recruitment, reference shall be made to the latest edition of the Home Office’s guide ‘FULL GUIDE FOR EMPLOYERS ON PREVENTING ILLEGAL WORKING IN THE UK’, available on the “.gov” website. Staff responsible for recruitment should satisfy themselves that they are aware of the correct format of relevant documents.

Before a potential employee is offered a position, the candidate must provide evidence as required in the Home Office guide.

**Copying and Checking of Documents**

The Council is required to check and copy all documents presented by potential employees and to satisfy it that potential employees are the rightful holders of any documents.

All copy documents to be retained as evidence, in the employees personnel file, for the duration of their work and for a period of five years thereafter.

The checking of documents will include:

- ❖ Checking any photographs, where available, to ensure that they are consistent with the appearance of the potential employee.
- ❖ Checking that dates of birth listed are consistent with the appearance of the potential employee.
- ❖ Checking that the expiry dates have not passed.
- ❖ Checking any United Kingdom Government stamps or endorsements to ascertain that the potential employee is able to do the type of work the Council is offering.

### **Modern Slavery and Human Trafficking**

Raunds Town Council staff carrying out the checking of documents will be aware of the issues surrounding modern slavery and human trafficking and will take all appropriate measures in this regard

**Rewritten April 2013. Reviewed June 2017. Reviewed and amended October 2020**

## **Appendix 2 – TRAINING & DEVELOPMENT POLICY**

### **1. STATEMENT**

The Council is committed to the principle of encouraging members of staff to enhance their career and qualifications by further training. All sponsored training must relate directly to the needs of the Council, be relevant to an individual's duties and is subject to availability of financial resources.

### **2. TRAINING OBJECTIVES**

To provide suitably trained, qualified and motivated employees for the Council at the right time and level.

To provide facilities for training and retraining to meet the changing needs of the Council.

To provide employees with a greater understanding of the purpose and working of the Council and their part in it.

To foster the development of job satisfaction and positive attitude towards personal development.

To support the mental and personal wellbeing of our employees

### **3. IDENTIFICATION OF TRAINING NEEDS**

Members and employees should have regard to the following when considering training needs:

- (a) Workload implication of training.
- (b) The capabilities of the applicant to benefit from the training.
- (c) If the application is for continued academic sponsorship consideration should be given to the employees past attainments.
- (d) the most economic and effective means of training.
- (e) The provision and availability of training budget.
- (f) Priority of each individual employee's need with regard to budget.

#### 4. TRAINING SCHEMES

Training courses to be financed from the Town Council staff training budget.

It is expected that employees undertaking qualification training will attend the nearest reputable establishment or relevant online training course, offering the required course at the appropriate level,

#### 5. FINANCIAL ASSISTANCE SCHEME

Where training is approved the Council will subsidise such expenses incurred as:

- (a) Tuition and examination fees.
- (b) Travelling costs.
- (c) ~~In the case of officers attending courses during their normal working hours, the employee may, at the discretion of the clerk, or in the case of the clerk attending a course, the Mayor, be required to make up working time lost.~~

Where a training need has been agreed with a staff members line manager they would not normally be required to make up any working time lost by attending a course during normal working hours. In certain limited circumstances staff may, at the discretion of the clerk, or in the case of the clerk attending a course, the Mayor, be required to make up working time

- (d) Where facilities are granted under the scheme to enable an officer to acquire a recognised qualification, it is a condition precedent to the granting of such facilities [that the officer shall be required to sign an Agreement for Refund of Training Fees in the form annexed

Except where redundancy applies this agreement provides that if a member of staff leaves council service within:

- 1 year of completing a course 100% of the costs will be reclaimed.
- 2 years of completing a course 50% of the costs will be reclaimed.

Any other exceptions to this must be approved by the Council.

- (e) Where an officer without good reason fails to sit for an examination within a reasonable period, fails to show satisfactory progress in his/her studies or discontinues the course, the Council will forthwith withdraw the facility granted under the Scheme.

- (f) The continuance of facilities under the Scheme, whether for a second or succeeding stage of study or for a second attempt at an examination, shall be granted only if the Council is satisfied either that the officer has passed the appropriate examination, has otherwise made satisfactory progress in his/her studies, or merits assistance to enable him/her to sit the examination again.

- (g) Officers attending assisted courses are required to inform the Clerk to the Council immediately of any absences giving reasons. Failure to do so may result in action being taken under the Council's Disciplinary and Grievance Procedure.

- (h) The Clerk attending assisted courses is required to inform the Town Mayor immediately of any absences giving reasons. Failure to do so may result in action being taken under the Council's Disciplinary and Grievance Procedure.

- (i) The individual employee is responsible for his/her registration for the appropriate course and examination, but not before approval has been obtained. The Council will not meet a financial commitment where prior approval has not been granted.

**Adopted 1<sup>st</sup> September 2008. Reaffirmed July 2012, Amended October 2016  
Amended August 2018, Amended October 2020, To be reviewed biennially.**

## **Appendix 3 – CONFIDENTIAL REPORTING POLICY**

### **1.0 Introduction**

1.1 The Council has adopted this policy document – which may also be known as the “Whistleblowing Policy” - in order to clarify its commitment to a confidential reporting code. This policy document will form part of employees’ contracts of employment.

1.2 Employees can be the first to realise that there may be something seriously wrong within an organisation. However our employees may not feel able to express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Council. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

1.3 The Council is committed to the highest possible standards of conduct and wishes to ensure openness, probity and accountability. In line with that commitment we expect employees, and others that we deal with, who have serious concerns about any aspect of the Council’s work to come forward and voice those concerns without fear of reprisals. This policy makes it clear that you can do so without fear of victimisation, subsequent discrimination or disadvantage. It is recognised that most cases will have to proceed on a confidential basis.

1.4 This code is intended to encourage and enable employees to raise serious concerns within the Council rather than overlooking a problem or seeking to address their concern externally.

1.5 This Policy applies to all employees and to employees of contractors working for the Council on Council premises, for example, Turney Landscapes, Cory Environmental Management, consultants and private contractors.

1.6 There are already established procedures in place to enable you to lodge a grievance or raise concerns relating to your own employment or our employment policies and this code is not intended to cover these issues.

### **2.0 Aims and Scope of the Policy**

2.1 This Policy aims to:

- Encourage you to feel confident in raising serious concerns and to question and act on concerns about practice;
- Reassure you that any matter that you report will be taken seriously and treated as confidential as far as practicable;
- Provide avenues for you to raise those concerns and receive feedback on any action taken;
- Ensure that you receive a response to your concerns and that you are aware of how to pursue them if not satisfied;
- Reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in good faith.

2.2 The Confidential Reporting Policy is intended to cover major concerns that fall outside the scope of other procedures. Your concern may be about:

- Conduct which is an offence or a breach of law;
- Inappropriate conduct of councillors;
- Disclosure relating to miscarriages of justice;
- Health and safety risks, including risks to the public as well as other employees;
- Damage to the environment;
- The unauthorised use of public funds;
- Possible fraud and corruption;
- Sexual or physical abuse of clients or colleagues;
- Bullying, intimidation or other unethical conduct.

2.3 Employees and Members of the Council are bound by published codes of conduct and any serious concerns that you have about any aspect of service provision or the conduct of officers, members of the Council or others acting on behalf of the Council can be reported under this Confidential Reporting Policy. This may be something that:

- Makes you feel uncomfortable in terms of known standards, your experience or the standards you believe the Council subscribes to; or
- Is against the Council's Standing Orders and policies; or
- Falls below established standards of practice; or
- Amounts to improper conduct.

### **3.0 Safeguards Against Harassment or Victimisation**

3.1 The Council is committed to good practice and high standards and wants to be supportive of employees.

3.2 The Council recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and our service users, taxpayers and citizens.

3.3 The Council will not tolerate any harassment or victimisation (including informal pressures) and will do what it lawfully can to protect you when you raise a concern in good faith. Victimising employees or others or deterring them from raising a concern is a disciplinary offence.

3.4 This does not mean that if you are already the subject of disciplinary or redundancy procedures that those procedures will be halted as a result of your whistleblowing.

### **4.0 Confidentiality**

4.1 The Council will do its best to ensure that your concerns are treated in confidence and appropriate arrangements will be made to safeguard your identity. Depending on the nature or severity of the allegation it may be necessary for a statement to be taken from you as part of the evidence, for example if the external auditors or the Police become involved. In order to take effective action, the Council will need proper evidence which may be required to stand up to examination in Courts or Tribunals.

### **5.0 Anonymous Allegations**

5.1 This Policy encourages you to put your name to your allegation whenever possible.

5.2 The Council encourages you to put your name to your allegation. Concerns expressed anonymously are much less powerful, but they will be considered at the discretion of the person to whom they are made.

5.3 In exercising this discretion, the factors to be taken into account would include:

- The seriousness of the issues raised;
- The credibility of the concern, and
- The likelihood of confirming the allegation from attributable sources.

### **6.0 Untrue Allegations**

6.1 If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make an allegation frivolously, maliciously or for personal gain, to cause trouble or annoyance or without good reason an investigation will take place to determine whether disciplinary action is taken against you.

### **7.0 Legal Protection**

7.1 This code takes account of the Public Interest Disclosure Act 1998, which protects workers making disclosures about certain matters of concern, where those disclosures are made in accordance with the Act's provisions. The Act is incorporated into the Employment Rights Act 1996, which already protects employees who take action over, or raise concerns about, health and safety at work.

## **8.0 How to Raise a Concern**

8.0 The earlier you express the concern, the easier it is to take action.

8.1 As a first step you should raise concerns with the Clerk of the Council, or if you feel that you would prefer to talk to another person you should contact the Mayor.

8.2 Concerns are better in writing. You are invited to set out the background and history of the concern, giving names, dates and places where possible, and the reasons why you are particularly concerned about the situation. If you do not feel able to put your concern in writing, you can report it verbally by telephone and meeting with the appropriate person.

8.3 Although you are not expected to prove beyond doubt the truth of an allegation, you will need to demonstrate to the person contacted that there are reasonable grounds for your concern.

8.4 You may obtain advice or guidance on how to pursue matters of concern from the Clerk to the Council or the Town Mayor.

8.5 You may invite a colleague, friend or professional representative to be present during any meetings or interviews in connection with the concerns you have raised.

## **9. How the Council will respond**

9.1 The Council will respond to your concerns. Please remember that investigating your concerns is not the same as either accepting or rejecting the validity of the allegation.

9.2 Where appropriate, the matters raised may:

- Be investigated by management, internal audit or through the disciplinary process;
- Be referred to the police;
- Be referred to the external auditor;
- For the subject of an independent inquiry;
- In certain circumstances, necessitate a report on the outcome of the investigation to be made to the Council.

9.3 In order to protect individuals, the Council and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. The overriding principle, which the Council will follow, is to establish the facts and to protect employees and the public interest. Concerns or allegations, which fall within the scope of specific procedures (for example, discrimination issues), will normally be referred for consideration under those procedures.

9.4 Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted.

9.5 Within five working days of a concern being raised, the person you contacted with your concerns will write to you:

- Acknowledging that the concern has been received;
- Indicating how he/she proposes to deal with the matter;
- He/she will endeavour to keep you informed as matters progress.

9.6 The amount of contact between you and the person(s) considering the issues will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary you will be asked to provide further information.

9.7 When any meeting is arranged, off-site if you so wish, you can be accompanied by a colleague, friend or professional representative.

9.8 The Council will take steps to minimise any difficulties which you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings the Council will advise you of the procedure. The Council cannot provide legal representation for you. Where appropriate, counselling may be provided by the Council.

9.9 The Council accepts that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, we will inform you of the outcome of any investigation.

#### 10.0 **The Responsible Officer**

10.1 The Clerk to the Council has overall responsibility for the maintenance and operation of this Policy and maintains a record of concerns raised and records the outcomes but in a form which does not endanger your confidentiality.

#### 11.0 **How the Matter can be taken further**

11.1 This Policy is intended to provide you with an avenue within the Council to raise concerns. The Council hopes you will be satisfied with any action taken. If you are not, and if you feel it is right to take the matter outside the Council, the following are possible contact points:

- The Monitoring Officer, East Northamptonshire Council, Thrapston;
- Your trade union;
- Relevant professional bodies or regulatory organisations;
- The police.

11.2 If you do decide to take the matter outside the Council you should ensure that you do not disclose confidential information and should check with the Clerk to the Council about this aspect.

**Adopted 1<sup>st</sup> October 2009. Reaffirmed June 2017. Reaffirmed October 2020**  
**To be reviewed triennially**

## **Appendix 4 – Facilities Manager**

<b>JOB DESCRIPTION</b>	
<b>Details of the job</b>	
Post Title	<b>Facilities Manager</b>
Hours	37
Salary	LC2 Scale Point (18-23) £24,982-£27,741
Location	Based at the Town Hall, Thorpe Street, Raunds
Staff Responsibility	Supervise Saxon Hall staff
Reports to	Town Clerk

### **Overall purpose of the post**

The facilities manager will be responsible for overseeing the day to day management and health and safety of the buildings and land with the Town Councils property portfolio. They must offer all users of council properties excellent standards of customer service. They will be supervising and liaising with office staff, caretakers, and contractors.

### **Responsibilities**

1. Ensure all buildings and property remain within the latest government regulations and environmental, health and security standards and comply with Health and Safety guidelines.
2. Ensure that Saxon Hall is presented in the appropriate manner for all bookings and to maintain excellent standards of customer care
3. Manage all building maintenance activities.
4. Complete and ensure Weekly/Monthly/Annual checks as required for buildings, equipment, grounds maintenance, electrical testing, fire alarms etc.
5. Supervise repairs and manage compliance contracts.

6. Assist with the drawing up of specifications, tenders, and quotations for a variety of projects. Identify suitable contractors and service providers. Manage all projects in conjunction with the Clerk. Make recommendations to the Council for approval.
7. Obtain quotations for any additional maintenance work as needed in accordance with the Councils Financial Regulations and recommend to Council for approval.
8. To advise on energy efficiency and cost-effectiveness.
9. Ensure appropriate stock levels for supplies and equipment are maintained and equipment is fit for use.
10. Undertake work in public parks, car parks, playing fields, landscaped areas, similar open spaces, bus shelters and buildings.
11. Driving any Council vehicles will be required.
12. Managing Planting, maintaining, and watering of floral displays in the Town.
13. Working with minimal supervision and reporting to the office daily.
14. Accept responsibility for supervision of other employees assigned to maintenance functions, individuals and groups on work experience, volunteering assignments etc.
15. To install and maintain seats, dog bins and other items of street furniture.
16. To report faults and concerns to the office as soon as issues are discovered.
17. To wear appropriate safety clothes and Raunds Town Council designated uniform.
18. At all times to take care of and maintain all property and equipment belong to the Council.
19. To attend council meetings as required
20. To assist with the marketing of Saxon Hall
21. To work flexibly to service Saxon Hall bookings and Town Council events and adhere to the Council's Time off in Lieu Policy.
22. Any other reasonable tasks as and when required.

This Job Description reflects the major tasks to be carried out and the level of responsibility which the post-holder will be required to work. In the interests of effective working the tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes shall only be carried out following consultation with the post-holder.

## PERSON SPECIFICATION

Post Title:	<b>Facilities Manager</b>
Service Area:	Town Council Office

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>Education and Qualifications</b>	<p>Able to demonstrate a reasonable level of general education.</p> <p>Should be computer literate able to use basic office programs including the councils booking system.</p> <p>Fully clean driving license (includes category c1) willingness to drive Town Council vehicles including a van.</p>	<p>PA1/PA6a Spraying certificate??</p> <p>Rospa-Routine Playground Inspection</p> <p>Rospa – Operational Playground Inspection</p>
<b>Experience and Knowledge</b>	<p>Experience of carrying out a wide range of handyman duties, including decorating and minor maintenance works.</p> <p>Experience of managing contractors</p>	
<b>Personal</b>	<p>Has a positive and enthusiastic attitude and shows initiative within the role.</p>	

<b>Ability and Skills</b>	<p>Able to carry out a physically demanding role.</p> <p>Able to work independently and as an effective team member with minimum supervision</p> <p>Able to prioritise own workload and cope well under pressure to meet deadlines</p> <p>Able to build and maintain good working relationships with councillors, colleagues, and residents to deliver a service</p> <p>Ability to offer excellent customer service</p> <p>Ability to deal with difficult situations</p> <p>Is courteous and effective when dealing with people</p>	
<b>Equal Opportunities</b>	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p> <p>Demonstration of commitment to Town Council policies</p>	
<b>Health and Safety</b>	<p>Able to demonstrate a clear understanding of and commitment to Health &amp; Safety and a willingness to undertake training to enable implementation of procedures.</p>	