

**MINUTES OF AN EXTRAORDINARY MEETING OF THE
HUMAN RESOURCES COMMITTEE
WALTON COMMUNITY COUNCIL
held on 30 JANUARY 2019 at 7pm,
Room 2, MK SNAP, Bourton Low, Walnut Tree, MK7 7DE**

Committee Present:

Councillors: Mario Toto (Chair), Mandy Taylor (Vice-Chair), David Newland, Terry Reynolds, Joanna Bolton

Also present: Cllr Brendan Metcalfe

HR027 APPOINTMENT OF MINUTE TAKER

Councillor Reynolds appointed

HR028 APOLOGIES FOR ABSENCE

All present

HR029 DECLARATIONS OF INTEREST

None received.

HR030 CONFIDENTIAL ITEMS

Resolved: to exclude members of the public and press to consider all remaining Agenda items as discussions included information about employees and their remuneration, performance and the impact of changes being proposed.

HR032 UPDATE ON THE RESTRUCTURING INITIATIVE

Status of actions agreed at the HR Committee meeting of the 10th December 2018:

Engagement of professional advisors

This is the critical first step in the process to develop the proposed restructuring plan and it was prudent to move swiftly to minimise the known risks around the stability of the existing team if a long drawn out change process was allowed to occur. Of equal importance was the need to secure the services of affordable advisors with relevant sector experience, credibility and good references.

Following the HR meeting of 10 December 2018, an exploratory meeting was scheduled on the 18th December with Crispin Rhodes Ltd (www.crispinrhodes.co.uk) a local firm providing HR services to small organisations in the Milton Keynes area. The meeting was attended by Cllrs Toto, Reynolds and Chambers. During the meeting the Councillors present learnt that it had 200+ clients including the similar sized Shenley Brook End and Tattonhoe Parish Council and MKSNAP.

From the meeting it was understood that Crispin Rhodes could provide the full range of HR services the Council required on an hourly rate or monthly retainer basis. However, given that the Council was at an early stage of the scope and planning phase it was believed that an hourly rate approach would be most suitable initially if the company was engaged.

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Subsequent to the meeting, their Ts and Cs / agreement document was received and reviewed by members of the HR committee. In addition, references were also taken with the Chair of Shenley Brook End and Tattonhoe Parish Council (Councillor Jean Nicholas) and the CEO of MKNAP (Angela Novell). Both referees said that they had used Crispin Rhodes Ltd for several years and had the highest regard for the quality of their work.

The Council appointed Crispin Rhodes as the Council's HR advisors. However this decision had not been agreed at a scheduled meeting of the HR Committee and on advice from the proper officer, this extraordinary meeting of the HR Committee was convened by the Chairman of the Council and the Chair of the HR Committee to overturn the unlawful decision and agree, retrospectively the appointment of Crispin Rhodes Ltd as the Council's HR advisors.

Document background and need for change

Complete - Cllr Toto

Staff consultations

Outstanding - Will be planned and scheduled once professional HR advice had been received.

Secure extended services of interim finance officer

Complete – Lesley Sung / Cllr Toto

Salary benchmarking for new roles

Outstanding - Will be planned and scheduled once new job descriptions had been agreed.

Other progress since last meeting

- New job descriptions drafted and issued to HR committee for review and comment.
- Existing job description and contracts of employment collated for urgent review by the appointed HR advisors.
- All known HR related policies collated for review by the appointed HR advisors.

HR033 APPOINTMENT OF HR CONSULTANCY FIRM

Given the excellent references received, proven sector experience and our need to make significant progress during the remainder of the 2018/2019 financial year it was proposed that Crispin Rhodes Ltd be engaged immediately as our HR advisors.

Resolved unanimously:

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1. That retrospective agreement be given for the immediate engagement of Crispin Rhodes Ltd as the Council's HR advisors
2. That the Committee agreed to waive the Council's Financial Regulations and appoint Crispin Rhodes Ltd, not having received the equivalent information from other HR providers, on the basis of the receipt of excellent references and proven public sector experience.
3. That Crispin Rhodes Ltd be initially engaged on an hourly rate basis (£115/hour).
4. That the drawdown of HR Services be financially managed and controlled through the use of purchase orders .
5. That an initial expenditure cap of £3,000 be set until a more detailed estimate of the time and cost required was available and which could then be further considered and approved by the HR committee.

HR034 Future committee meetings

Committee meetings are now scheduled at 7pm on the:
18th March
17th June
16th September
18th November.

However additional meetings may also be called if required.

The meeting ended at 9.00pm

Chair

Date