

Report of the assistant director

Long service award for Fiona Hubbard

1 Purpose of Report

To present Mrs Fiona Hubbard with her long service award.

2 Executive Summary

Fiona joined the borough council on 4 July 1994 and after 25 years' service is eligible for a long service award.

3 Proposed Action:

To note the long service award of Mrs Fiona Hubbard.

4 Discussion

- 4.1 Fiona joined the council's former borough secretary and solicitor's department in July 1994 as a clerical assistant/typist, after leaving a local firm of solicitors where she had worked as a legal secretary for six years.
- 4.2 In October 1994, Fiona was promoted to a computer operator (word processing), supporting legal, committees, councillors and personnel.
- 4.3 From 1994 – 1996, she studied and passed the London Chamber of Commerce and Industry's, Private and Executive Secretary's Diploma.
- 4.4 When the position of mayor's secretary was advertised, Fiona applied and was appointed to this role in April 1997. She has looked after the office of the mayor for 22 years.
- 4.5 Following the council's major restructuring in June 2011, Fiona was appointed to democratic services officer (mayoral), dividing her responsibilities between the mayor, committee clerk and other duties. She embraced the challenge and became clerk to the planning committee.
- 4.6 Once Fiona had an insight into committees she was keen to increase her knowledge in relation to the council, its governance arrangements and the law and practice of meetings. The council agreed to part-fund her training and from 2015- 2017, she undertook, and passed, the Association of Democratic Services Officers (ADSO), Level 4 Certificate in Democratic Practice.
- 4.7 Fiona's role now also supports the managing director and senior management team and the leader of the council, as well as providing general support and advice to members.

- 4.8 Over the past 25 years, Fiona has seen many changes in the council, within her service, officers and political leadership. She has adapted well to change and has a natural tendency to help others; and is a dedicated, loyal and committed individual who respects members and her colleagues.
- 4.9 Outside of work, Fiona enjoys spending time with her family, being outside and going on walks, cycling and travelling.
- 4.10 Fiona is also a cadet leader for Wellingborough and East Northamptonshire Emergency Services Cadets providing administrative support to the Unit Commander and attends weekly sessions, and public occasions, supporting cadets in their activities and events.
- 4.11 Fiona will be attending the council meeting, with a guest, and has chosen to receive a One4All voucher (£100) for her award, as well as asking for some of her award to be donated to the Wellingborough and Rushden Cats Protection (£200).

5 Legal Powers

None.

6 Financial and Value For Money Implications

Long service award of £300 met from within the existing budget of the service.

7 Author and Contact Officer

Lorraine Coleman, Principal HR Business Partner

8 Consultees

Karen Denton, Assistant Director
Fiona Hubbard, Democratic Services Officer (Mayoral)

9 Background Papers

Employee file held within Human Resources
Long Service and Retirement Award Policy