

# Sandy Town Council

**Minutes of a meeting of the Human Resources Committee of Sandy Town Council held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Tuesday 17<sup>th</sup> December 2019 at 6:30pm**

**Present:** Cllrs P Aldis, P Blaine, A M Hill (Chair), C Osborne, M Pettitt, and S Sutton

**In attendance:** Mr C Robson (Clerk)

	<u>Action</u>
<p><b>1 Apologies for absence (HR-24-2019/20)</b> Apologies were received from Cllr Jackson.</p>	
<p><b>2 Declarations of interest (HR-25-2019/20)</b> i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i></p>	
<p><b>3 Minutes of the Previous Meeting (HR-26-2019/20)</b> <b>RESOLVED</b> to receive the minutes of the meeting of the Human Resources committee held on Monday 9<sup>th</sup> September 2019 and to confirm them as a correct record of proceedings.</p>	Admin
<p><b>4 Public Participation Session (HR-27-2019/20)</b> No members of the public were present, and no questions had been received.</p>	
<p><b>5 Health and Safety/Accident Report (HR-28-2019/20)</b> i) Members noted that there had been no accidents since the last meeting of the committee.  ii) Members noted that the Council's Health and Safety advisors had reviewed Council facilities and carried out their annual risk assessment on 16<sup>th</sup> December 2019. A report with any recommendations would be presented to the next meeting of the Committee.</p>	
<p><b>6 Training (HR-29-2019/20)</b> Members received and noted a report on training. Members expressed satisfaction that a good level of training was being undertaken by staff and Councillors. The Clerk informed Members that some cemetery management training had just been announced and that three employees from the Council would be attending. The costs for this training would be covered by the current years training budget.</p>	
<p><b>7 Groundsman Vacancy (HR-30-2019/20)</b> The Chairman reminded members that it had previously been agreed that recruitment of a new groundsman would happen at the start of 2020</p>	

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as experience showed this resulted in more applicants than at the end of a calander year.

Members reviewewed and commented on the recruitment documentation provided.

**RESOLVED** that the Council start the recruitment procedure on 2<sup>nd</sup> January 2020 and that the closing date for applications will be 5pm on 17<sup>th</sup> January 2020. Interviews for the position will take place on 23<sup>rd</sup>/24<sup>th</sup> January 2020.

Town Clerk  
/ Grounds  
Team  
Leader

## 8 **Cleaner Vacancy (HR-31-2019/20)**

Members received and considered a report on filling the now vacant position of Cleaner for the offices and chamber at 10 Cambridge Road. Members discussed the opportunities and challenges of engaging a company to provide a contracted service and employing an individual directly to carry out the role.

After discussion it was agreed that the direct employment of a cleaner by the Council was preferential as it provided a more cost effective approach for the tax payer, allowed for a position of local employment, gave greater direct management and control by the Clerk/Admin Team leader and potentially more flexiability for both the employer and employee.

**RESOLVED** that the Council start the recruitment procedure for a cleaner on 2<sup>nd</sup> January 2020 and that the closing date for applications will be 5pm on the 21<sup>st</sup> January 2020. Interviews for the position will take place the week of 27<sup>th</sup> January 2020.

Town Clerk  
/ Admin  
Team  
Leader

## 9 **Chairman's Items (HR-32-2019/20)**

The Chairman extended his thanks all members of staff and Councillors for a productive year and the work that had been undertaken.

## 10 **Date of Next Meeting (HR-33-2019/20)**

It was agreed that the next meeting of the Committee would be held at 6:30pm on Monday 23<sup>rd</sup> March 2019.

Admin

## 11 **COMMITTEE IN PRIVATE SESSION (HR-34-2019/20)**

Exclusion of the Public and Press

It was proposed and agreed that in terms of schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, proposed and agreed that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

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## **12 Staffing Matters (HR-35-2019/20)**

- i) Members received and noted employee sick leave figures for the financial year to date.
- ii) Members received and noted administration and grounds cover for the Christmas period.
- iii) Members received and noted a report from the Clerk on a disciplinary matter which was now resolved.
- iv) Members received and noted updates from the Clerk on any other staffing matters. As a result of advice from various sources, including HR providers, we will continue to look at the development of roles to encompass specific or areas of responsibility alongside generic administrative tasks.