

# 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 Monday 18 March 2019

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

**In attendance:** Cllr P Blaine, Mr C Robson (Clerk)

**1 Apologies for absence (HR-47-2018/19)**

Apologies were received from Cllr Sparrow.

**2 Declarations of interest (HR-48-2018/19)**

- i) *Disclosable Pecuniary Interests - none*
- ii) *Non-disclosable Interests - none*

**3 Minutes of the Previous Meeting (HR-49-2018/19)**

**RESOLVED** to receive the minutes of the meeting of the Human Resources committee held on Monday 23<sup>rd</sup> December 2018 and to confirm them as a correct record of proceedings.

Admin

**4 Public Participation Session (HR-50-2018/19)**

No members of the public were present, and no questions had been received.

**5 Health and Safety/Accident Report (HR-51-2018/19)**

Members noted that there had been one minor accident since the last meeting of the committee on 23<sup>rd</sup> December 2018 and that appropriate action was taken on this occasion.

**6 Training (HR-52-2018/19)**

Members received and considered a report on Councillor and staff training. The Clerk informed Members that Mr Elliott-Turner had passed the required pesticide qualifications and would be taking his chainsaw examination later in the week. Members discussed VAT training offered by BATPC and a Member stated that this may be more relevant for staff than Councillors when considering the training budget. A Member commented that it was good for Councillors to attend training and all training is relevant.

**7 Chairman's Items (HR-53-2018/19)**

The Chairman noted that the meeting was the last scheduled meeting of the committee for this Council and thanked Councillors for all their support and work over the last four years. The Chairman noted that the challenges to the Council may change dramatically over the next four years as important decisions, such as the east west rail link may lead to growth in Sandy and as such growth in responsibility for the Council and

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its staffing team. How the Council deals with such changes will form the basis of the new Council's Human Resources Committee's focus.

## **8 Date of Next Meeting (HR-54-2018/19)**

The date of the next meeting was noted: Monday 3 June 2019

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## **9 COMMITTEE IN PRIVATE SESSION (HR-55-2018/19)**

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.

## **10 Staffing Matters (HR-56-2018/19)**

- i) Members received and noted the update on the successful filling of the administrator position vacancy. A Member commented that the high level of applications received showed that timing of recruitment was important. The advertisement for the new administrator position ran into the new year which proved more successful than the recruitment process completed prior to Christmas. Members discussed the new administrator starting the SLCC Introduction to Local Council Administration (ILCA) qualification. It was agreed that this training should be offered sooner rather than later as it was valuable to the administrator's induction into the local council sector and Sandy Town Council.
- ii) Members received and noted a report on changes to payroll and implications for salary payments. The new payroll provider would be engaged following 15<sup>th</sup> March 2019 ahead of April 2019's salary payments.
- iii) Members received and noted employee sick leave figures for the financial year to date.
- iv) A report was received on two members of staff who will reach five years' service during the next financial year. Members asked that the policy be clarified on whether entitlement is linked to anniversary of employment or financial years. This would be done at the next HR meeting. It was RESOLVED to approve recommendation 2.1 and that the same pro-rata entitlement be applied to both employees.

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- v) Members received a summary report from the Town Clerk on officer protocol and noted that further training and guidance would be provided on the role of officers at meetings.