

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 9 September 2019

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

In attendance: Mr C Robson (Clerk)

| | <u>Action</u> |
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| <p>1 Apologies for absence (HR-14-2019/20) No apologies were received.</p> | |
| <p>2 Declarations of interest (HR-15-2019/20) i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i></p> | |
| <p>3 Minutes of the Previous Meeting (HR-16-2019/20) RESOLVED to receive the minutes of the meeting of the Human Resources committee held on Monday 3rd June 2019 and to confirm them as a correct record of proceedings.</p> | Admin |
| <p>4 Public Participation Session (HR-17-2019/20) No members of the public were present, and no questions had been received.</p> | |
| <p>5 Health and Safety/Accident Report (HR-18-2019/20) Members noted that there had been three minor accidents since the last meeting of the committee on 3rd June 2019 and that appropriate action was taken on those occasions.</p> | |
| <p>6 Training (HR-19-2019/20) Members received and noted a report on training. The Clerk commented that there was also training on the maintenance of sports pitches which could be undertaken by the outdoor team. The cost of this was higher than the training budget and the matter would be brought forward under 2020/21 budget consideration.</p> | |
| <p>7 Human Resources and Health and Safety Report Members considered the Council's external HR support and continuing this for another year. The support provided has been of good quality and supportive to the Clerk. RESOLVED to RECOMMEND that the Council continue with its current external Human Resources advisor for a further year.</p> | |
| <p>8 Personal Protection Equipment Members considered a report on purchasing polo shirts for administration staff who would be attending Council events or</p> | |

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representing the Council at events. A Member commented that he felt the use of PPE in this context was not correct. The Clerk replied that it would be the PPE budget that would cover the costs if clothing was bought.

Members felt that it was a good idea but that administration staff and outdoor staff should have the same coloured tops to show they were part of one team, as opposed to differentiating the outdoor and indoor teams. It was suggested that the outdoor team also be bought tops in the same colour to wear at events which were different to their everyday work wear.

A Member questioned whether the provision of tops or jackets could also be extended to Members. It was felt that the cost implications of this would require greater discussion, but that there could be scope for a stock of tops to be held in the office in case they were needed.

RESOLVED that staff working at events or representing the Council are provided with a polo shirt with STC embroidery in a consistent colour.

Members considered a request from a member of the grounds team to wear round neck t-shirts instead of a polo neck, as these irritated his skin in the heat. Overall Members preferred the polo-shirts, which gave a more professional look but that there needed to be some flexibility if a member of the team was working in a less public area and was wearing other PPE. In the first instance it was agreed that polo-shirts in an alternative material be looked into.

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

The Chairman gave a brief overview of some matters he and the Clerk and discussed over the last few months, with particular focus on two key issues around the Clerk's workload and the potential increase in responsibilities the Council may take on. Members felt that time must be taken to address these issues and the introduction of practical ways forward. In the meantime members are welcome to provide the Chair with any ideas which they feel might be appropriate to feed into the forthcoming appraisal cycle.

10 Date of Next Meeting (HR-21-2019/20)

The date of the next meeting was noted: Tuesday 17th December 2019 at 6.30pm.

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11 COMMITTEE IN PRIVATE SESSION (HR-22-2019/20)

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.

12 Staffing Matters (HR-23-2019/20)

- i) Members received and noted employee sick leave figures for the financial year to date.
- ii) Members **RESOLVED** to approve the recommendation that an employee had successfully completed her probation period with the Council and that her employment be confirmed.
- iii) **RESOLVED** to approve the recommendation that an employee increase a salary scale point following the successful completion of required training.
- iv) Members received and discussed a report on the resignation of a groundsman and agreed the recruitment of a new groundsman be placed on the next Human Resources agenda following a review and discussions with the Grounds Team Leader.
- v) Members considered the impact the new depot would have on the outdoor team and how the Grounds Team Leader would manage the situation. The opening and closing of the car park gates and public toilets were considered and it was **RESOLVED** that in the short term these would be operated as the cemetery gates presently are with the grounds team opening them on their arrival at the depot in the morning and closing them when they depart at the end of the day (8am – 4pm). The matter will be further reviewed by the committee.