

Sandy Town Council

To: Cllrs N Aldis, P Blaine, A M Hill (Chairman), W Jackson, C Osborne, M Pettitt, and S Sutton

c.c. A Gibson, J Hewitt, T Knagg, R Lock, M Scott, P Sharman and N Thompson

You are hereby summoned to attend a meeting of the Human Resources Committee of Sandy Town Council to be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 12th October 2020 commencing at 7.30pm.



Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
6th October 2020

Notes:

(1) Due to the current Covid-19 Coronavirus situation, the Town Council will meet virtually via Zoom (<https://zoom.us/>) as permitted in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations").

(2) Meeting ID: 812 7989 3950

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on clerk@sandytowncouncil.gov.uk in advance for the meeting password.

(3) Members of the public wishing to address the Council during the public participation part of the formal meeting must make the Clerk aware of their intention before the meeting starts.

A G E N D A

1 Apologies for Absence

2 Declarations of Interest

Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy

Sandy Town Council

Town Council website or on application to the Clerk.)

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non-disclosable Interests*
- iii) Dispensations*

3 Minutes of Previous Meeting

To consider the minutes of the Human Resources Committee held on Monday 23rd March 2020 and to approve them as a correct record of proceedings.

Previously circulated

4 Public Participation Session

Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.

5 Health and Safety / Accident Report

To receive and note a report on accidents which have occurred since the last meeting of the Human Resources Committee.

Date	Employee	Accident	Measures
19/08/20	Grounds man	Slip and fall on steps at Sandhills.	See staffing report
30/09/20	Clerk	Knocked head on wooden shelf	Monitored

6 Training Report

To receive a report on employee and Councillor training undertaken or planned.

Appendix I

7 Councillor Co-option

To note the relevant dates for the co-option process to fill the vacant Fallowfield Ward seat.

Appendix II

8 Employee Handbook Review

To receive and consider Sections 1-4 of the employee handbook, which has been reviewed and updated by the Council's external HR Advisor.

To Follow

9 Council Mobile Phone

To receive a request from the Town Clerk that the Council looks to provide a mobile phone for Council business.

Appendix IV

10 Chairman's Items

Sandy Town Council

11 Date of Next meeting: 11th January 2021

12 COMMITTEE IN PRIVATE SESSION

RECOMMENDED 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, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

13 Staffing Matters

- i) To receive and note employee sick leave figures for the financial year to date.
- ii) To note the completion of a six-month probation period for a member of staff.
- iii) NALC 20/21 pay scales confirmation.
- iv) COVID19 Operations and updates.
- v) To receive and consider a staffing report.

Confidential

SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 12 October 2020

AUTHOR: Town Clerk

SUBJECT: Training and Conferences

Training

Due to COVID19 much of the planned training was cancelled or postponed. The following training or seminars have been completed by staff and Councillors since the last meeting of the Human Resources Committee:

Training	Provider	Participants	Date
Cemetery Management Course	ICCM	Carol Baker-Smith Richard Gilbert Val McFarlane	28/01/20
Community Engagement and Climate Change	SLCC	Katie Barker	8/6/20
Climate Emergency and steps Councils can take	SLCC	Anne Elliott-Flockhart	6/7/20
Operation London Bridge	SLCC	Anne Elliott-Flockhart	11/6/20
Social Media Training	Verto	Katie Barker	18/6/20
Agendas and Minutes	SLCC	Val McFarlane	1-2/6/20
SLCC Branch Meeting/Training	SLCC	Town Clerk	9/7/20
SLCC National Forum	SLCC	Town Clerk	23/7/20
SLCC Branch Meeting/Training	SLCC	Town Clerk	10/9/20
Manual Handling	Tutorcare	Outdoor Team	24/9/20

AGENDA ITEM 6**APPENDIX I**

The following training has been booked:

Training	Provider	Participants	Date	Cost	Comment
Tractor Driving and related operations	Shuttleworth College	Chris Dainton	20/10/20 & 21/10/20	£350	Required Course for operation of Council's tractor
Safe Handling and Application of Pesticides (PA1)	Bedford College		9/11/20	£228	Required Course
Pesticide Application (PA6)	Bedford College		10/11/20	£228	Required Course

The following training has been identified for completion as soon as it becomes available at a suitable location. Interest has been flagged with each of the training providers listed below.

Training	Provider	Participants	Cost
Chainsaw Maintenance and Use	City and Guilds	Chris Dainton	£410
Basic Tree Survey & Inspection	Bedford College	Grounds Team Member	£195
Grounds Maintenance and Management	Institute of Groundsmen	Outdoor Team	£900 for on-site based training course.
Press Releases and Social Media for Local Councils	Costs being sought from various providers.	Clerk/Admin Team	Unknown
Microsoft Office for Local Councils	SLCC	Admin Team	Unknown



SANDY TOWN COUNCIL
VACANCY FOR COUNCILLOR

Could you be a Councillor?

Do you have an interest in town affairs?

Can you make a difference?

Do you have spare time to help us do the best for the community?

Sandy Town Council is looking to co-opt one new member onto the council to fill a vacant seat representing Fallowfield Ward.

We welcome applications for co-option from everyone in the community (including former applicants) with an interest in making Sandy a better place to live and work. The Town Clerk and existing members of the council are pleased to talk to potential candidates about what is involved; please contact members direct using the details on this website and/or contact the Clerk via the Town Council office to arrange a visit and find out more.

Expressions of interest are invited from applicants who must be over 18 and be an elector, live or work in or near Sandy and be a citizen of the EU or the Commonwealth. Application forms and more information can be found on the Town Council's website www.sandytowncouncil.gov.uk in the news section on the front page or by direct application to the Town Council offices at 10 Cambridge Road, Sandy.

Completed forms must be submitted to the Town Clerk no later than 5 pm on **Monday 2nd November 2020**.

The Town Council intends to select its new member at a meeting on **Monday 9th November 2020**.

For further information please contact:

Chris Robson
Town Clerk
Sandy Town Council
10 Cambridge Road
SANDY
SG19 1JE

Telephone: 01767-681491
Email: admin@sandytowncouncil.gov.uk
www.sandytowncouncil.gov.uk

SANDY TOWN COUNCIL

COMMITTEE: Human Resources
DATE: 12 October 2020
AUTHOR: Town Clerk
SUBJECT: Council Mobile Phone

1. Summary

1.1 Members are asked to consider the merits of getting a Council mobile phone for use by the Clerk or other members of staff in carrying out their roles for the Council.

2. Information

2.1 As part of the Clerk's role, a 24hr contact telephone number must often be added to a number of forms or agreements, including road closures, event notices, and service provisions. At present the Clerk, and at times other members of staff, are using their personal mobile phones for the purpose of providing contact details.

2.2 The provision of a Council mobile phone would also be of use when dealing with any critical or 'emergency' incidents and inclusion as a contact number with the Council emergency plan. The phone would also be of use during events or by members of staff that may need to be out of the office to complete a specific task.

2.3 Crucially the use of the phone would allow the Clerk to clearly separate Council related calls from personal calls and better manage dealing with such calls.

3. Recommendation

3.1 That the committee recommend that a contract is entered for the provision of a staff mobile phone at a cost of no more than £25pcm (£300pa).

3.2 That the Policy, Finance and Resources committee consider the recommendation and cost as part of the 2021/22 revenue budget calculations.