

# Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, A M Hill (Chairman), W Jackson, C Osborne, and S Sutton  
c.c. A Gibson, L Ivanciu-Wilkinson, T Knagg, R Lock, M Pettitt, 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 4 April 2022 commencing at 7.30pm.



Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
30 March 2022

## 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 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 20<sup>th</sup> December 2021 and Monday 12<sup>th</sup> January 2022 and to approve them as a correct record of proceedings.

# Sandy Town Council

## 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 verbal report on accidents which have occurred since preparing the last meeting of the Human Resources Committee agenda.

## 6 Training Report

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

Appendix I

## 7 Flexible Working

To receive and consider a request from the Clerk to adopt a later starting time for the days when the Clerk covers evening meetings.

Appendix II

## 8 Hybrid Working

To receive and consider a request from the Clerk to undertake hybrid working.

Appendix III

## 9 Chairman's Items

## 10 Date of Next meeting: 4<sup>th</sup> July 2022

## 11 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.

## 12 Staffing Matters

i) To receive and note employee sick leave figures for the financial year to date.

Confidential  
Appendix IV

ii) To receive and consider Staffing report from the Clerk.

Confidential  
Appendix V

iii) To receive and consider Ongoing Staff Report.

Confidential  
Appendix VI

iv) To agree to start recruitment process for Outdoor Team member. To review and agree attached Job Description, Recruitment Advert and Personal Specification.

Confidential  
Appendix VII

# **Sandy Town Council**

**AGENDA ITEM 6****APPENDIX I****SANDY TOWN COUNCIL****COMMITTEE:** Human Resources**DATE:** 4 April 2022**AUTHOR:** Town Clerk**SUBJECT:** Training and Conferences**Training**

The following training or seminars have been completed by staff and Councillors since the last meeting of the Human Resources Committee:

<b>Training</b>	<b>Provider</b>	<b>Participants</b>	<b>Cost</b>	<b>Date</b>
Fire Safety Training	PNC	All Staff		24/02/2022
Health and Safety in the Workplace	PNC	All Staff		03/03/2022
Manual Handling Training	PNC	All Staff		10/03/2022
New Councillor Training	BATPC	Cllr L Ivanciu-Wilkinson	£30.00	31/03/2022

The following upcoming training has been arranged;

<b>Training</b>	<b>Provider</b>	<b>Participants</b>	<b>Cost</b>	<b>Date</b>
Year End Audit	BATPC	N Sewell, Town Clerk	£30.00	5/04/2022

The following training/seminars/conferences are available and have been flagged for possible interest to Councillors;

<b>Training</b>	<b>Provider</b>	<b>Venue</b>	<b>Cost</b>	<b>Date</b>
Finance for Councillors	BATPC	Zoom	£30.00	10am on 23 <sup>rd</sup> June, 5 <sup>th</sup> July or 6.30pm 28 <sup>th</sup> April or 18 <sup>th</sup> May.

**AGENDA ITEM 6**

**APPENDIX I**

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.

<b>Training</b>	<b>Provider</b>	<b>Participants</b>	<b>Cost</b>
Routine Playground Inspection	The Play Inspection Company facilitated by Gravenhurst and Meppershall Parish Councils	Grounds Team Member	Examination Fee will remain at £110+VAT per candidate. Training and Examiners Fee - £210.00 excl.VAT (per candidate) RPII Routine Examination - £110.00excl.VAT (per candidate)  Total: £430.00 per candidate.
Health & Safety/Working at heights- Ladder control	HSS (F2F)  or  RoSPA and CPD accredited (Online course)	Outdoor Team	£245.00  £15 per user
Local Government Pension Scheme	Local Government Association	Admin Team Leader	No Cost
Contracts and Procurement	BATPC	Clerk – N Sewell	£30.00
Building Resilience and dealing with difficult conversations	TBD	Admin and Outdoor Team	TBD

**Human Resources Committee**

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<b>Date:</b>	<b>4<sup>th</sup> April 2022</b>
<b>Title:</b>	<b>Flexible Working</b>
<b>Contact:</b>	<b>Nicola Sewell, Town Clerk</b>

**Purpose of the Report**

1. To provide a case for consideration of a request by the Clerk to a later start time on the days when the evening council meetings fall.

**Recommendation**

2. That the Committee agrees on the day of evening meetings, the Clerk (and/or other officers) covering, to choose a later starting time than the designated 9.00am start.

**Background**

- 3.0 Currently on the Mondays when the evening meetings fall, the Clerk is working a 12-hour day in order to fulfill the requirement to start at 9.00am – working through to cover the meetings that start at 7.30pm and usually finish around 9.30pm.
- 3.1 Unlike some other members of staff, the Clerk is not local or a resident of Sandy, but has a 22-mile round trip from home to the Council Chamber and back, which makes finishing the day at 5pm, going home and then returning to the office for 7pm, prohibitive.
- 3.2 As meetings happen on most Mondays in the month, regular 12-hour shifts on this level are not conducive to effective or efficient performance and inevitably will take a toll on physical health and mental wellbeing.

**Information/proposal**

- 4.0 Being able to start the day at 13.00 allows for the Clerk to undertake the requisite 8 hours and remain fresh and alert for the evening meetings.
- 4.1 Other administrative staff can cover enquiries in the morning until the Clerk comes into the office.
- 4.2 The flexible starting time will cut down on the requirement to take TOIL and as such leaves the office better resourced.

**Financial Implications**

5. There are no financial implications.

**Policy Implications**

6. The Council has a Flexible Working Policy which covers home working. The Policy states that employees must have 26 weeks' continuous service to request flexible working practices.

**Legal Powers**

7. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1)

**Human Resources Committee**

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<b>Date:</b>	<b>4<sup>th</sup> April 2022</b>
<b>Title:</b>	<b>Hybrid Working</b>
<b>Contact:</b>	<b>Nicola Sewell, Town Clerk</b>

**Purpose of the Report**

1. To provide a case for consideration of a request by the Clerk to work one day of the working week from home.

**Recommendation**

2. That the Committee agrees that one day of the week (suggested either Tuesday or Thursday) the Clerk works from home.

**Background**

3. For lockdown, Sandy Town Council's IT system was set up to enable staff to work remotely, including the ability to answer the telephone and attend virtual meetings via MS teams and Zoom applications. So, working from home would constitute no barrier to working efficiently and effectively.

**Information**

4. Being able to stand back from the noise and interruptions of a busy office environment is crucial when undertaking work that needs special concentration such as writing reports, checking legal and financial information, or undertaking confidential staffing matters. Despite the ability to request no interruptions and having a separate office there is no ability to really move away from the noise and interruptions of the office while on the site.
5. The Clerk has found the ability to work from home once a week, provides the important quiet time needed to concentrate on certain tasks.
6. Working remotely once a week would also cut down on the Clerk's fuel consumption which would count towards the wider Council's decarbonisation plans.
7. Hybrid working is known to promote healthier working environments and promotes better mental health.
8. As a result of the above, the Town Council will benefit from a more efficient and effective member of staff.

**Financial Implications**

9. There are no financial implications.

**Policy Implications**

10. The Council has a Flexible Working Policy which covers home working. The Policy states that employees must have 26 weeks' continuous service to request flexible working practices.

**Legal Powers**

11. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1)