

Sandy Town Council

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



Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
29 June 2022

A G E N D A

1 Apologies for Absence

2 Election of Human Resources Committee Deputy Chairman for the Council Year 2022/23

Nominations to be put forward for the position of Deputy Chairman for the Committee

3 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*

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4 Minutes of Previous Meeting

To consider the minutes of the Human Resources Committee held on Monday 4th April 2022 and to approve them as a correct record of proceedings.

5 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.

6 Health and Safety / Accident Report

To receive and note a report that no accidents have occurred since preparing the last meeting of the Human Resources Committee agenda.

7 Training Report

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

Appendix I

8 Chairman's Items

9 Date of Next meeting: 26th September 2022

10 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.

11 Staffing Matters

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

Confidential
Appendix II

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

Confidential
Appendix III

iii) To receive and consider report regarding underpayment to Outdoor team member.

Confidential
Appendix IV

iv) To receive and consider the roll-on of untaken Annual Leave entitlement for Staff member into 2022/23 allowance.

Confidential
Appendix V

v) To receive and consider HR insurance report.

Confidential
Appendix VI

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AGENDA ITEM 7**APPENDIX I****SANDY TOWN COUNCIL****COMMITTEE:** Human Resources**DATE:** 4th July 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:

Training	Provider	Participants	Cost	Date
Finance for Councillors	BATPC	Cllr J Hewitt	£30.00	28.04.2022
Mastering Accessible online documents Webinar	AEF	Anne Elliott-Flockhart	Free	23.06.2022

The following upcoming training has been arranged;

Training	Provider	Participants	Cost	Date
N/A				

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

Training	Provider	Venue	Cost	Date
Introduction to VAT for local councils	BATPC	Online	£30.00	20.07.2022
Finance for Councillors	BATPC	Online	£30.00	14, 20 and 29.09.2022

AGENDA ITEM 7**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.

Training	Provider	Participants	Cost
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.
Use of social media	TBD – possibly in house	Councillors (Some councillors have expressed wish to learn more about using Facebook and Instagram)	TBD
Press Releases and Social Media for Local Councils	Costs being sought from various providers.	Clerk/Admin Team/Councillors	Unknown
Microsoft Office for Local Councils	SLCC	Admin Team	Unknown
Building Resilience and dealing with difficult conversations	TBD	Admin and Outdoor Team	TBD
Contracts and Procurement	BATPC	Clerk – N Sewell	£30.00
Local Government Pension Scheme	Local Government Association	Admin Team Leader	No Cost
Health & Safety/Working at heights- Ladder control	RoSPA and CPD accredited (Online course)	Outdoor Team	£15 per user
Routine Playground Inspection	TBD	Outdoor Team	TBD
FILCA – Finance for Local Council Administration	SLCC	Clerk and Admin Team Leader	£144.00 per candidate