

# 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 Thursday 9 October 2014 commencing at 6.30 pm**

**Present:** Cllrs N Aldis, M Groom, W Jackson, M Pettitt, S Sutton (Chairman), and M Runchman

**Absent:** Cllr C Osborne

**In attendance:** Town Clerk

## **1 Apologies for absence**

Apologies for absence had been received from Cllr Osborne and apologies for anticipated lateness had been received from Cllr Runchman.

## **2 Declarations of interest**

- i) Disclosable Pecuniary Interests - None
- ii) Non-disclosable Interests - None

## **3 Minutes of previous HR Advisory Group meeting**

**RESOLVED** to approve the minutes of a meeting of the HR Advisory Group meeting held on 15 September 2014 and to confirm them as a correct record of proceedings.

## **4 Issues affecting officer efficiency, workload and the council's responsibilities as an employer\***

**RESOLVED** that under the Public Bodies (admission to Meetings) Act 1960 (as extended) members of the public would be excluded from the meeting for the following items of business on this agenda because the item involved the likely disclosure of confidential personal information as defined as exempt information in Part 1 of Schedule 12a of the Local Government Act 1972 (personal and confidential data).

(Cllr Runchman joined the meeting)

### **4.1 Complaint into the conduct of a member of staff**

Members reviewed a complaint made to the Town Council including serious criticisms of the conduct of Town Clerk made by Mr J Gurney both in writing and orally at public meetings attended by him.

In the circumstances the committee **RESOLVED** that the identity of the complainant and the member of staff concerned should be included in the minutes of the meeting. Details of the complaint, the criticisms of the Town Clerk and relevant information had been made available to all members of the HR Committee widen scrutiny and ensure a thorough investigation of the clerk's conduct (investigation would usually be restricted to consideration by the HR Sub-committee only as laid out in the council's employment handbook).

It was **RESOLVED** that the Town Clerk had acted properly and in consultation with the Mayor and Chairman of the HR Committee in dealing with the concerns

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and complaints of Mr Gurney about his family's gravestones. Correspondence to Mr Gurney had been approved by the Mayor and the Chairman of the HR Committee before being dispatched. There were no grounds for a complaint to be upheld and therefore no reason to consider any further action with this aspect of Mr Gurney's complaints.

## 4.2 Workload and council's responsibilities as an employer

Members discussed current staff workloads including the impact of recent complaints and other issues on the capacity of the staff team. It was suggested that the Clerk gave consideration to undertaking some urgent work from home in order to avoid interruptions. The Clerk reported on her work to obtain additional temporary support in the office.

**RESOLVED** to ask the Town Clerk to secure an experienced Locum Clerk to be employed on a temporary basis to assist on a short term basis. Financial details to be reported to council once negotiated.

**RESOLVED** to authorise the Town Clerk to extend the contract of the current temporary administrative officer for the period after 1 December 2014 or to advertise for a replacement depending on the circumstances of the individual concerned.