

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 11 December 2017

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

In attendance: Chris Robson (Town Clerk)

Absent: Cllrs T Cole, W Jackson

	<u>Action</u>
<p>1 Apologies for absence (HR-33-2017/18) Apologies were received from Cllrs Cole and Jackson.</p>	
<p>2 Declarations of interest (HR-34-2017/18) i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i></p>	
<p>3 Minutes of the Previous Meeting (HR-35-2017/18) RESOLVED to receive the minutes of a meeting of the Human Resources Committee held on Monday 18 September 2017 and to confirm them as a correct record of proceedings.</p>	Admin
<p>RESOLVED to receive the minutes of a meeting of the Human Resources Committee held on Monday 23rd October 2017 and to confirm them as a correct record of proceedings.</p>	Admin
<p>4 Public Participation Session (HR-36-2017/18) No members of the public were present and no questions had been received.</p>	
<p>5 Health and Safety/Accident Report (HR-37-2017/18) Members noted that there had been no work place accidents or health and safety matters arising since the last meeting of the Human Resources committee.</p>	
<p>6 Training (HR-38-2017/18) Members received a report on completed and upcoming training. It was noted that reports on the General Data Protection Regulation and the most recent Town and Parish conference would be included on the upcoming Full Council agenda.</p>	
<p>The Clerk informed the Committee that the Local Council Public Advisory Service was running training covering a variety of staffing matters. It was agreed that the Clerk and Administration Team Leader should look to attend one of the training sessions.</p>	

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The Clerk was to speak with SLLC again and ensure that CiLCA training is resolved before the next meeting of the Committee in March 2018. A Member asked what qualifications might be available beyond CiLCA. The Clerk stated there is a Community Governance advanced qualification for local council officers who work with local communities. At Level 4 in the national framework, it builds on CiLCA and leads to a Certificate of Higher Education in Community Governance: Local Council Management.

7 Summary of Additional Staffing Hours Incurred (HR-39-2017/18)

Members received and reviewed a report from the Town Clerk on staffing hours incurred in support of specific events or activities to which the Council is responsible or assists.

Members considered whether the Council should allocate staff time to help support the Remembrance Parade. It was noted that the Clerk set up and took down the disability ramp and operated the PA system. It was commented that it is positive to have staff at events where possible.

It was also noted that considerable hours are incurred for the set up and running of the Christmas Light Switch On event. The Committee congratulated the staff on how well they had worked as a team during the event and the Clerk remarked that the clear up had been the quickest to date. The committee expressed their thanks to the staff team.

A Member asked whether time in lieu or overtime pay was awarded for hours incurred during the Christmas event. The Clerk informed the committee that the outdoor team were paid overtime while the administration time took time in lieu. It was agreed that all employees should be offered the same choice.

RESOLVED that the outdoor team be asked to set up and take down the disability ramp at the War Memorial on Remembrance Sunday. That allocation of the task is carried out on a rota between the team on a time in lieu basis.

8 Chairman's Items (HR-40-2017/18)

It was noted that staff appraisals were due to be completed in January 2018.

9 Date of next meeting: 19 March 2017 (HR-41-2017/18)

10 COMMITTEE IN PRIVATE SESSION (HR-42-2017/18)

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Exclusion of the Public and Press

It was proposed, seconded and **RESOLVED** 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.

11 Staffing Matters (HR-43-2017/18)

- i) The committee received and considered a brief update report from the Town Clerk on the recruitment of a new administrator. The Chairman commented that the standard of applications received was good and that the panel had shortlisted four candidates for interview. The interviews were due to be held on 14th December 2017.
- ii) Members reviewed details of staff sick leave incurred since 1st April 2017. Members noted that the level of sickness was very low, with many members of staff having had zero days absence during the year. An update is to be brought to the next meeting of the committee at the end of the financial and holiday year.