

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 17 December 2018

Present: Cllrs P Aldis, A M Hill (Chair), W Jackson, C Osborne, M Pettitt, and J Sparrow

In attendance: Mr C Robson (Clerk) and Cllrs Blaine, Cole, Scott and Sharman

	<u>Action</u>
<p>1 Apologies for absence (HR-37-2018/19) Apologies were received from Cllr S Sutton</p>	
<p>2 Declarations of interest (HR-38-2018/19) i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i></p>	
<p>3 Minutes of the Previous Meeting (HR-39-2018/19) RESOLVED to receive the minutes of the extraordinary meeting of the Human Resources committee held on Monday 19th November 2018 and to confirm them as a correct record of proceedings.</p>	Admin
<p>4 Public Participation Session (HR-40-2018/19) No members of the public were present, and no questions had been received.</p>	
<p>5 Health and Safety/Accident Report (HR-41-2018/19) Members noted that there had been two minor accidents since the last meeting of the committee on 19 November 2018 and that appropriate action was taken on each occasion.</p>	
<p>6 Training (HR-42-2018/19) Members received and considered a report on Councillor and staff training. The Clerk informed Members that the Bedfordshire Association of Town and Parish Council's next training schedule was available and this would be circulated to Members. A Councillor asked whether all staff would be attending the social media training course. The Clerk informed Members that Anne and Val attended the course as they use and update the Council's social media pages more regularly. Any information learnt can be passed on to other Members of staff.</p> <p>A Member asked whether training for the new groundsman would need to be added in. The Clerk confirmed that he would need to attend tractor and pesticide training. However, he has been recently trained in health and safety and risk assessments. Further training opportunities would be assessed as he progressed in the role.</p>	

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7 Chairman's Items (HR-43-2018/19)

There were no Chairman's items.

8 Date of Next Meeting (HR-44-2018/19)

The date of the next meeting was noted: Monday 18 March 2019

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9 COMMITTEE IN PRIVATE SESSION (HR-45-2018/19)

Exclusion of the Public and Press

It was proposed and agreed 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.

10 Staffing Matters (HR-46-2018/19)

- i) Members received a report from the Clerk on the appointment of a new groundsman. The new groundsman would take up the position on 7th January 2019 and had already attended the office to meet with the team and visit areas STC maintains or manages. It was noted that there had been less applications for the role than last time. This could be in part due to the time of year recruitment was carried out, or the use of a different local paper to advertise the position.

The recruitment for the administration position will be carried out in January 2019, as it is hoped there will be a greater number of applicants as opposed to before the Christmas break.

- ii) Members received and noted staff sick leave absence for the year to date. The Clerk would be looking into insurance implications covering cleaning activities and personnel on site.

Members noted office and grounds staff cover for the Christmas period. The Clerk informed Members that the outdoor team would be asked to keep in close contact with the office to ensure there were no issues with lone working. The Clerk would be available throughout the Christmas period by phone and email.

The Chairman wished all Members a happy Christmas and thanked Members and all staff for their hard work over the last year.