

Sandy Town Council

To: Cllrs N Aldis, S Baker, A Effiong, A Lock, R Lock, P Sharman (Chair) and S Sutton
cc Cllrs B Blackley, J Hewitt, R Lacey, S Lee, C Osborne, 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 23rd September 2024 commencing at 7.30pm.



Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
18th September 2024

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 1st July 2024 and to approve them as a

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correct record of proceedings.

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 note that no incidents 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 Office Cleaning Contract

To receive a report regarding changes to the current office cleaning contract and consider the options available, including quotes from independent cleaning companies.

Appendix II

8 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.

9 STAFFING MATTERS

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

Confidential
Appendix III

ii) Staff Sick Pay Request:
a) Outdoor Team Member

Confidential
Appendix IV

iii) Contract Updates:
a) Admin Team Leader contract update
b) Civic Officer contract update

Confidential
Appendix V
Confidential
Appendix VI

iv) Request for Extended Work from Home Arrangement

Confidential
Appendix VII

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10 Team Capability Review

To receive a report from the Clerk regarding recent staff changes and its impact on staff resourcing.

Confidential
Appendix VIII

11 Outdoor Team Resources

To receive a report from the Clerk with a request to continue to hire a temporary team member of staff to support the Outdoor Team and enable them to catch up on jobs/tasks that have fallen behind due to a series staffing issues and absences in the team across the past 24 months.

Confidential
Appendix IX to
follow

12 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 READMITTANCE OF THE PRESS AND THE PUBLIC

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

13 Staff Changes

- A temporary outdoor operative was employed on a fixed term contract to support the Outdoor Team during a time of prolonged staff absence. This contract started on 19th August 2024 and finished on 20th September 2024.

14 Christmas Office Opening Hours

Due to staff annual leave the offices will remain closed across the Christmas period, including Friday 27th, Monday 30th and Tuesday 31st December. The admin staff will return to work on Thursday 2nd January at 9.00am. An emergency number will be provided for use over this period and calls will also be monitored.

Two of the Outdoor team will be working the period between Christmas and New Year.

15 Chairman's Items

16 Date of Next meeting:

25th November 2024

AGENDA ITEM 6**APPENDIX I****SANDY TOWN COUNCIL****COMMITTEE:** Human Resources**DATE:** 23rd September 2024**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
Managing the 'unmanageable'	ACAS	Town Clerk	£295	30 th and 31 st July
Emotional Intelligence and Personal Resilience (EI&R) for Clerks, Council Officers, and Councillors	BATPC	Admin Team Leader	£17.00	July
Traffic Management for Community Events (TMCE)	Flitwick Town Council /Lantra award	Town Clerk	£130.00	2 nd October 2024.

The following upcoming training has been arranged.

Training	Provider	Venue	Cost	Date
Councils and roles under the new Civility & Respect Pledge: This will be specifically designed training for both new and existing councillors and staff to help everyone understand their roles in terms of the Civility & Respect Pledge that Sandy Town Council has signed up to. All to attend.	BATPC	Council Chamber Sandy	£350 for all councillors and officers	Date (TBC)

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Code of Conduct Training for Members	STC/Clerk from another Town Council	Council Chamber Sandy	TBC	TBC
Emotional Intelligence and Personal Resilience (EI&R) for Clerks, Council Officers, and Councillors	BATPC	Online	£17.00 per user (£170.00 total)	Within 12 months of booking
Cemetery Management and Burial Records	ICCM through SLCC	Civic Officer	£144.00 per candidate	1 st and 2 nd October 2024
ILCA	SLCC	Civic Officer and Community Engagement Officer	£144 per candidate	Within 12 months
Risk Assessments	PNC	All staff	£495 +VAT Group Session	22 nd October 2024

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. However, Staff Appraisals will inform this list.

Training	Provider	Participants	Cost
GMA Level 1 Grounds Maintenance online course for Football	Grounds Maintenance Association	Outdoor Team x 4	£50 per candidate
Abrasive Wheels	High Speed Training	Grounds Team	£30.00 per candidate
Basic Welding	TBC	Chris Dainton	TBC
Principles of Safe Handling and Application of Pesticides (PA1) Level 2	Shuttleworth College	2 X Grounds Team Members	£265.00

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APPENDIX I

Basic Tree Survey & Inspection	Bedford College	Grounds Team Member	£195
Grounds Maintenance and Management	Grounds Maintenance Association (Previously Institute of Groundsmen)	Outdoor Team	Circa £900 – agreement to undertake this training was taken pre-covid. With circumstances moving on and the Council's decision to sign up to the Pitch Power the Deputy Clerk is currently investigating the most appropriate training options for the outdoor team that will fulfil the Council's requirements.
Dealing with local and regional media	SLCC	Clerk/Admin Team/Councillors	£35.00 per candidate
Crisis Communications for Local Councils	SLCC	Clerk/Admin Team/Councillors	£35.00 per candidate
Microsoft Office for Local Councils	SLCC	Admin Team/Outdoor Team Leader	Unknown
Managing difficult people and conversations	SLCC	Admin Team/Outdoor Team	£35.00 per delegate
Contracts and Procurement	BATPC	Clerk – N Sewell	£30.00
Local Government Pension Scheme	Local Government Association	Admin Team Leader	No Cost
FILCA – Finance for Local Council Administration	SLCC	Clerk and Admin Team Leader	£144.00 per candidate
CILCA – Certificate in Local Council Administration	SLCC	Deputy Clerk	£375.00 Training (Training not required for Deputy Clerk) £450.00 Qualification
Budgeting for Clerks and Finance Staff	BATPC	Clerk and Admin Team Leader	£30.00 per candidate.

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Internal Controls	BATPC	Clerk and Admin Team Leader	£30.00 per candidate
Data Protection & GDPR for Clerks & Officers: Part 1 (Foundations & Theory)	SLCC	Clerk/Admin Team	£35.00 per delegate
Data Protection & GDPR for Clerks & Officers: Part 2 (Accountability and Lawfulness)	SLCC	Clerk/Admin Team	£35.00 per delegate
Data Protection & GDPR for Clerks & Officers: Part 3 (Rights and Information Security)	SLCC	Clerk/Admin Team	£35.00 per delegate
Freedom of Information for councils	SLCC	Clerk/Admin Team	£35.00 per delegate

Financial Implications

2.0 The training budget for Admin Staff was set at £3,000.00 with an additional £2,000 for the works team and £500 for Members allowances.

2.1 Spend to date has left £2,252 in the Admin Team's training budget, there is £2,000 still in the works team budget and £410 left in the Members Allowance. Totals consider earmarked funds for training as set out above but not yet processed.

Human Resources Committee

Date: 23rd September 2024
Title: Office Cleaning Contract
Contact Officer: Town Clerk

Purpose of the Report

1. To receive a report from the Clerk regarding office cleaning requirements and 3 quotes from cleaning contractors.

Recommendation

2.0 Agree to contract the cleaning of the offices to a cleaning contractor rather than an independent cleaner as this guarantee cover for staff holidays and sickness, and does not place a burden on the administrative team to carry out extra duties across this time.

Background

3.0 Following the resignation of the office cleaner on 7th September 2022, who left service to find work that provided more hours and a better salary, the Town Council has utilised in-house resources to cover the role and the 7.5 hours of work needed across the week to carry out the cleaning of the Town Council’s Offices, toilets, staff kitchen and Council Chamber.

3.1 In-house cover was made possible as, following medical advice, one of the Outdoor Team needed to be temporarily put on lighter duties. This saw 7.5 hours of their salaried hours given over to office cleaning duties, this had a small impact on the Outdoor Team’s duties. In July the same officer was signed off as fit for work and returned to full duties within the Outdoor Team.

3.2 On a temporary basis the Caretaker has taken over the office cleaning duties until the Town Council is able to find a more permanent solution. While the administrative team is extremely grateful to the Caretaker for taking on these extra duties there are concerns about the continuing quality of work undertaken and the sustainability of the arrangement.

3.2 When the cleaner is off sick and/or on annual leave the administrative staff have to undertake cleaning duties in their absence. This requires time spent away from other duties such as delivering the Town Council’s services to residents. This is not an efficient use of resource.

Quotes received

4.0 The following quotes have been received by Cleaning Companies to undertake the cleaning of the offices.

Company	Description of work	Cost
Company A: London based company, will employ a local cleaner. In the event of absence/sick/holidays	To provide 1 cleaner to work 2 hours per day for 52 weeks a year	£715.00 + VAT per month Total: £8,580 + VAT per year

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will endeavour to cover if available at the time. Costs includes all materials / equipment but not toilet rolls / paper towels.		
Company B: A Surrey based Company, will employ a local cleaner. In the event of absence/sick/holidays will send a cover cleaner if available. Includes all materials / equipment but not toilet rolls / paper towels	Minimum charge is for 2 hours a day. To provide 1 cleaner for 2 hours a day	Hourly rate £21.50 per hour +VAT £11,180 per year +VAT
Company C: Papworth (Cambs) based company, employ a local cleaner. In the event of absence/sick/holidays has a field team to cover. Includes all materials / equipment but not toilet rolls / paper towels.	To provide 1 cleaner for 12 months	Monthly charge: £866 +VAT Total for 12 months £12,480 + VAT

4.1 The town council's current costs for a cleaner are £3,895.20 in labour costs (not including NI and HMRC contributions). We also have a budget of £1,500 for cleaning materials annually.

4.2 The admin team have also reached out to three local independent cleaners regarding office cleans. Prices given are comparative to c £20 - £25 per hour (£7,800 per annum based on 7.5 hours a week across 52 weeks a year). The Independent Cleaners offer the following services:

- Preferred clean time is evening or "school hours"
- No provision for holiday cover
- No provision for Sick cover
- Limited liability / insurance cover in place
- Offer only term time cover.

Financial implications

5.0 The cost for a cleaning contractor are substantially higher than what is currently provisioned for in the budget. As such provision would need to be agreed during the budget setting process.

Policy Implications

6.0 The Council has a duty of care to ensure that staff have a clean and safe working environment.

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6.1 Office facilities are also open to the public and Members and under Health and Safety requirements the Town Council must ensure that it offers a suitably clean and safe environment to visitors to the office/chamber.

6.2 Due to the sensitive nature of work undertaken by the Town Council and GDPR requirements the Town Council needs to ensure any individual that has access to the offices understand and adhere to strict privacy controls.