

# 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 3 July 2017

**Present:** Cllrs P Aldis, T Cole, M Hill (Chair), A Jackson (Vice Chair), C Osborne, and M Pettitt

**In attendance:** Chris Robson (Town Clerk)

**Absent:** Cllr S Sutton

|                                                                                                                                                                                                                                                                                                                                                                                              | <u>Action</u> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p><b>1 Apologies for absence (HR-1-2017/18)</b><br/>Apologies were received from Cllr S Sutton.</p>                                                                                                                                                                                                                                                                                         |               |
| <p><b>2 Declarations of interest (HR-2-2017/18)</b><br/>i) <i>Disclosable Pecuniary Interests - none</i><br/>ii) <i>Non-disclosable Interests - none</i></p>                                                                                                                                                                                                                                 |               |
| <p><b>3 Election of Vice Chair (HR-3-2017/18)</b><br/>Cllr W Jackson was proposed and seconded as Vice Chairman of the committee.</p> <p><b>RESOLVED</b> that Cllr W Jackson be elected Vice Chairman of the Human Resources Committee for the municipal year 2017/18.</p>                                                                                                                   |               |
| <p><b>4 Minutes of the Previous Meeting (HR-4-2017/18)</b><br/><b>RESOLVED</b> to receive the minutes of an extraordinary meeting of the HR Committee held on Monday 6 March 2017 and to confirm them as a correct record of proceedings.</p>                                                                                                                                                | Admin         |
| <p><b>5 Public Participation Session (HR-5-2017/18)</b><br/>No members of the public were present and no questions had been received.</p>                                                                                                                                                                                                                                                    |               |
| <p><b>6 Health and Safety/Accident Report (HR-6-2017/18)</b><br/>Members received an accident report from the Town Clerk and queried what preventative measures were to be taken to ensure the risk of head injury occurring again was lowered. The Clerk informed Members that they would look to cushion the underside of the shelf and sand away sharp edges.</p>                         | Town Clerk    |
| <p><b>7 Training (HR-7-2017/18)</b><br/>Members received a training report from the Town Clerk. A Member noted that all the training completed since the last meeting had a zero 'cost', however although the training may have been free there would be costs for travel. It was agreed that future reports would include details of travel related costs for all training carried out.</p> | Admin         |

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The Committee approved that the Town Clerk take two days study leave to work on the CiLCA qualification and that this be moved to completion as soon as possible.

Town  
Clerk

## 8 **Emergency Contacts (HR-8-2017/18)**

Members received a report from the Town Clerk outlining the Council's procedures for dealing with out of hour alarm call outs. It was noted that the Clerk and Grounds Team Leader would be emergency contacts for the alarm company, should an alarm go off out of hours. In the event that neither are able to attend the site quickly, the Clerk requested that two Members be emergency contacts for the Clerk and Grounds Team Leader to call when there was a need for fast response/attendance at a council site.

A Member commented that it would not be safe for an individual to attend a Council property late at night by themselves and that this should not be expected.

The Clerk confirmed that the security company, Millennium Security would attend an alarm call out and that there would only be the need for a Council representative to attend if there were problems re-setting the alarm or if a break in had occurred and the police were in attendance.

It was noted that Cllr Scott had volunteered to act as an emergency contact. Cllr Jackson also volunteered.

**RESOLVED to RECOMMEND** that Cllrs Jackson and Scott act as emergency contacts for the Clerk in cases where quick attendance at an alarm call out is required and the Grounds Team Leader and Clerk are unavailable.

## 9 **Automatic Email Query Responses (HR-9-2017/18)**

Members received and discussed a report from the Town Clerk.

A Member noted that all staff should have an 'out of office' response turned on when they are on annual leave. The Clerk confirmed that this should be the case and he will look into ensuring this happens.

A Member noted that the automatic response should make it clear that the response is automated and not sent by an employee.

**RESOLVED** that the Town Council admin email address have an automatic email response.

Admin

**RESOLVED** that the automatic email response for the administration

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incoming emails read as:

'Thank you for emailing Sandy Town Council. Please take this email as acknowledgement that your email has been received by the administration team. Your query will be looked into and if a response is required we will contact you as soon as possible, and within 10 working days.

If the matter is an emergency please contact the office directly on 01767 681491.

This is an automatically generated email. Please do not reply.'

## **10 Chairman's Items (HR-10-2017/18)**

The Chairman informed Members that he continues to meet regularly with the Clerk, including weekly management meetings. The atmosphere in the office is positive and running well.

The Chairman informed Members that there was a new temporary member of staff covering reception duties and that the Council's newest ground team member had settled in well.

## **11 Date of Next Meeting: 18 September 2017 (11-2017/18)**

## **12 COMMITTEE IN PRIVATE SESSION (HR-12-2017/18)**

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.

## **13 Ongoing Staffing Matters (HR-13-2017/18)**

Members received and discussed an update from the Town Clerk regarding long term employee sickness. It was noted that more information and guidance would come back to committee.

**RESOLVED** that the Council continue its current process and review in one months' time.