

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 1st July 2024 at 7.30pm

Present: Cllrs N Aldis, S Baker, A Effiong, A Lock, R Lock, P Sharman (Chair) and S Sutton

Absent: None

In attendance: Mrs. N Sewell (Clerk) and Cllr Hewitt

	Action
1 Apologies for absence (HR -1-2024/25) There were none	
2 Election of HR Committee Deputy Chairman for the Council Year 2024/25 (HR-2-2024/25) Cllr S Baker was nominated, seconded, and duly elected as the Deputy Chairman of the HR Committee for the forthcoming year. There were no other nominations.	
3 Declarations of interest (HR-3-2024/25) i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i> iii) <i>Dispensations - none</i>	
4 Minutes of the Previous Meeting (HR-4-2024/25) RESOLVED to receive the minutes of the meeting of the Human Resources Committee held on Monday 18 th March 2024 and to confirm them as a correct record of proceedings.	
5 Public Participation (HR-5-2024/25) There were no members of the public present.	
6 Health and Safety/Accident Report (HR-6-2024/25) Members received a report stating that one incident had occurred since the last meeting of the Committee. RESOLVED to note the report.	
7 Training Report (HR-7-2024/25) Members received a training report from the Town Clerk. RESOLVED to note the report.	Clerk
8 Changes to HR Law (HR-8-2024/25) Members received a report from the Town Clerk outlining HR Law Changes in 2024.	Town Clerk

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RESOLVED to note the report. The Clerk to update the Town Council's policies accordingly.

9 Budget for Team Building Activities (HR-9-2024/25)

Members received a request from the Clerk that a small annual budget be set aside to cover the cost of team-building activities across the year. A suggested sum of £50 a head for 10 staff was made.

RESOLVED to recommend to PF&R that £500 be set aside for this purpose in the 2025/26 budget and for the Clerk to explore if any funds could be freed for this purpose in the Civic Year 2024/25.

10 Member/Officer Protocol (HR-10-2024/25)

Members received a report from the Clerk reminding Members of the protocols Members need to follow when making a request for staff resources or materials.

RESOLVED to ensure that Members and Officers are fully conversant with the content of the Member/Officer Protocol Policy and adhere to it at all times. It was also agreed that any Member requests for Officer's time or staff resources should be made using a job request form and given with a minimum of 10 days' notice. This arrangement to be reviewed in 3 months' time.

11 Employee Code of Conduct (HR-11-2024/25)

Members received PNC's Employee Code of Conduct in order to consider them for adoption as a more comprehensive policy than the current Disruptive Behaviours and Conversations at Work Policy.

RESOLVED to recommend adoption of the new Employees Code of Conduct.

In line with Standing Order 1 u Cllr Hewitt had written to the Clerk to request she remain during the Private Session of the meeting, giving the following reason:

- As the Clerk's direct line manager, and member of the Clerk's Management Committee, it was important that she was aware of all staffing matters in order to offer the Clerk the necessary managerial support for that position.*

The Clerk accepted this as a legitimate application for 'need to know' and agreed that Cllr Hewitt remained for the private session of the meeting. Members of the HR Committee concurred.

(HR-12-2024/25)

12 COMMITTEE IN PRIVATE SESSION (HR-13-2024/25)

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

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provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

13 STAFFING MATTERS (HR-14-2024/25)

- i. Members received employee sick leave figures for the financial year to date and were asked to consider details of a phased return to work for the Deputy Clerk.
RESOLVED to note the report and that the Clerk and Deputy Clerk should discuss the terms of a phased return only after advice has been received either from the Deputy Clerk's GP or an Occupational Health Assessment. The Committee agreed that Delegated Authority should be given to the Mayor, Chair of HR, Deputy Chair of HR and the Clerk to take the matter forward.
- ii. Members received a report containing two salary requests:
 - a. Outdoor Team Member
 - b. Caretaker

RESOLVED to agree to recommend to PF&R:

- a) to pay an uplift in salary for the hours that the Outdoor Team Member covered in the absence of the Outdoor Team Leader.
- b) The Caretaker be moved from fixed salary point 2 to a scale of SCP2 2-5. That an incremental rise to point 3 be applied for the year 2024/25 in line with other members of staff and any back pay to 1st April 2024 also be applied.

iii. **Admin Team Leader's contract**

Members received a report from the Clerk regarding the Administrative Team Leader's contract and potential for an ongoing arrangement to work reduced hours.

RESOLVED that the Admin Team Leader's role and salary scale point would remain the same if a decision to permanently reduce her hours from 37 hours a week to 29 came into force.

14 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC (HR-15-2024/25)

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

15 Staff Changes (HR-16-2024/25)

- Civic officer has been employed to undertake an extra 8 hours a week on a temporary basis following the departure of the administrative temp. This started on 1st May 2024.

Clerk

Clerk

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- A temporary outdoor operative has been employed on a rolling contract to support the Outdoor Team during a time of prolonged staff absence. This contract started on 13th May 2024.

RESOLVED to note the update

16 Chairman's Items (HR-17-2024/25)

There were none.

17 Date of Next meeting:

23rd September 2024

Meeting closed at 20.40