

# 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 4<sup>th</sup> July 2022 at 7:30pm**

**Present:** Cllrs P Aldis, J Hewitt, W Jackson (Chair), C Osborne, P Sharman and S Sutton

**In attendance:** Mrs N Sewell (Clerk), Cllrs M Petitt and L Ivanciu-Wilkinson

	<u>Action</u>
<p><b>1 Apologies for absence (HR -1-2022/23)</b> Apologies were received from Cllr Blaine.</p>	
<p><b>2 Election of HR Committee Deputy Chairman for the Council Year 2022/23 (HR-2-2022/23)</b> Cllr P Sharman was nominated, seconded and duly elected as the Deputy Chairman of the HR Committee for the forthcoming year. There were no other nominations.</p>	
<p><b>3 Declarations of interest (HR -3-2022/23)</b> i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i> iii) <i>Dispensations - none</i></p>	
<p><b>4 Minutes of the Previous Meeting (HR -4-2022/23)</b> <b>RESOLVED</b> to receive the minutes of the meeting of the Human Resources committee held on Monday 4<sup>th</sup> April 2022 and to confirm them as a correct record of proceedings.</p>	Admin
<p><b>5 Public Participation (HR-5-2022/23)</b> There were no members of the public present</p>	
<p><b>6 Health and Safety / Accident Report (HR-6-2022/23)</b> Members were pleased to note no accidents had been reported in the past two months.</p>	
<p><b>7 Training Report (HR-7-2022/23)</b> Members noted the training report.</p>	
<p>One Member expressed interest in training for the following:</p> <ul style="list-style-type: none"><li>• Press Releases and Social Media for Local Councils</li><li>• Building Resilience and dealing with difficult conversations.</li></ul>	Clerk

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## 8 Chairman's Items (HR-8-2022/23)

The Chair advised committee on the following staff movement since the last HR Committee Meeting:

### Resignation

Gavin Elliot Turner from the Outdoor Team - last day 24<sup>th</sup> May 2022  
Val McFarlane from Admin Team - last day 30<sup>th</sup> June 2022

### Retirement

Colin Eaton from the Outdoor Team - last day 30<sup>th</sup> June 2022

### Recruitment

Wayne Harvey to the Outdoor Team - start date 6<sup>th</sup> June 2022  
Rassolomon Paris to the Outdoor Team - start date 11<sup>th</sup> July 2022

A member commented that the new Outdoor Team Member did not yet have an STC uniform. The Clerk advised this was due to the custom of not supplying a uniform until the staff probationary period was complete. After discussion it was agreed that some initial items of uniform should be provided at commencement of the role in addition to the required PPE.

Clerk

## 9 Date of next meeting: 26<sup>th</sup> September 2022 (HR-9-2022/23)

## 10 COMMITTEE IN PRIVATE SESSION (HR-10-2022/23)

Exclusion of the Public and Press

*Cllrs M Pettitt and L Ivanciu-Wilkinson left the meeting*

One member raised the need for certain items to be listed under confidential matters and suggested that with suitable wording some reports could be made public. The Clerk agreed to look more closely at wording of reports in future to facilitate this.

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.

It was **resolved that** each item to follow be decided on it's individual need to remain confidential before discussion.

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## 11 Staffing Matters (11-2022/23)

i) **(Confidential)** Members received and noted employee sick leave figures for the financial year 2022/23 to date.

ii) **(Confidential)** Members received and considered a report from the Town Clerk on staffing matters and made the following recommendations to be considered at Full Council:

Clerk

- For a new Deputy Clerk role to be created
- For reduction in hours for one admin team member
- To request budget of circa £5,000 be agreed to pay for an administrative assistant role to cover 8 hours per week on an annualized hours contract

Clerk  
Clerk  
Clerk

iii) **(Confidential)** Members received and considered a report from the Town Clerk on salary underpayment of an Outdoor Team Member. It was **RESOLVED** that the new salary scale of 8 be implemented for the July salary pay run and the underpayment be rectified and salary payment backdated accordingly.

Clerk

iv) **(Confidential)** Members received and considered a report from the Town Clerk on annual leave accrual by a staff member. It was **RESOLVED** to allow the staff member to roll the accrued 26.5 hours annual leave into their entitlement for 2022/23 but revert to the contractual maximum roll over of 3 days (6 hours) thereafter.

Clerk

v) **(Confidential)** Members received and considered a report from the Town Clerk regarding an insurance claim offered by the Council's Insurance broker. It was **RESOLVED** not to pursue the offer to make a claim as there were no grounds to do so.

Clerk

Meeting closed at 20.35