

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 10th July 2023 at 6.00pm

Present: Cllrs N Aldis, J Hewitt, A lock, R Lock, C Osborne, P Sharman (Chair) and S Sutton

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

	<u>Action</u>
<p>1 Apologies for absence (HR -1-2023/24) None</p>	
<p>2 Election of HR Committee Deputy Chairman for the Council Year 2023/24 (HR-2-2023/24) Cllr C Osborne 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>3 Declarations of interest (HR-3-2023/24) i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i> iii) <i>Dispensations - none</i></p>	
<p>4 Minutes of the Previous Meeting (HR-4-2022/23) RESOLVED to receive the minutes of the meeting of the Human Resources Committee held on Monday 13th March 2023 and to confirm them as a correct record of proceedings.</p>	Admin
<p>5 Public Participation (HR-5-2023/24) There were no members of the public present.</p>	
<p>6 Health and Safety / Accident Report (HR-6-2023/24) Members received a report regarding accidents that had occurred since the last meeting. RESOLVED to note the report.</p>	
<p>7 Training Report (HR-7-2023/24) Members received a training report from the Town Clerk. RESOLVED to note the report. Cllr Osborne informed Members that the overall budget for training was higher than had been reported with £2,000 in the budget for the administrative team, £1,500 for the works team, £150 for travel to conferences and £500 for Members' conferences. In total £4,650.00 was budgeted across the year for Members and staff development. It was also agreed that Member and Officer training on the Civility & Respect pledge by BATPC should take place sooner rather than later.</p>	Clerk

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8 HR Consultant Contract (HR-8-2023/24)

Members received a report from the Town Clerk regarding renewal fees for HR Consultancy for the coming year. In addition, Members considered an enhanced service to allow for a monthly hourly call at a cost of up to £900.00 over and above the renewal fee of £1,400.00.

RESOLVED to recommended to Full Council:

- To agree the renewal fee with the enhanced option at a total cost of £2,300.00, which had not been provisioned for in the budget line for 2023/24. The extra fees would need to come from Capital or be vired from another budget line.

It was noted that this item was not a confidential item as incorrectly labelled on the Appendix.

9 COMMITTEE IN PRIVATE SESSION (HR-9-2023/24)

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.

As a non-committee member Cllr Pettitt left the meeting.

10 Staffing Matters (HR-10-2023/24)

- (Confidential)** Members received and noted employee sick leave figures for the financial year 2023/24 to date.
- (Confidential)** Members received and noted a staffing update from the Clerk. **RESOLVED**
 - that the Clerk would report back to HR regarding progress on the backlog with cemetery administration and burial records so that appropriate support could be given.
 - It was proposed that a member of the Outdoor Team continue to cover office cleaning duties within their 37 hours a week and that the 7.5 hours deficit be used to contract a seasonal worker to support the Outdoor Team during their busiest periods. Clerk to report back to the Committee with costs.
- (Confidential)** Members received a report regarding an Outdoor Team Member's salary grading. **RESOLVED** to move the staff member to Scale Point 9 and back date pay to 1st April 2022. *Clerk to speak to payroll regarding calculations for back pay.*
- (Confidential)** Members received a report regarding an Outdoor Team Member's salary grading and wages grievance. **RESOLVED** to move the staff member up to scale point 20 and back date pay to 1st April 2022. *Clerk to speak to payroll regarding calculations for back pay.*

Clerk

Deputy
Clerk/Outdoor Team
Leader

Clerk

Clerk

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- v) **(Confidential)** Members received a report regarding an Admin Officer's salary grading and wages grievance. **RESOLVED** to move the staff member up to scale point 20 and back date pay to 1st April 2022. *Clerk to speak to payroll regarding calculations for back pay.* A Member wished for it to be noted that the following statement in the report: "None of the staff had appraisals from 2017-2022 and therefore no training was identified or undertaken so therefore no-one could progress or develop their skills" was inaccurate and asserted that training had been undertaken by staff across this time. Clerk
- vi) **(Confidential)** Members received a request from the Clerk to initiate the Town Council's Vexatious and Unreasonable Behaviour Procedure. **RESOLVED** to defer the action until the Complaints Committee had reviewed the issues and allow time for the Clerk to seek further guidance from NALC and BATPC on how this procedure should be actioned. Clerk
- vii) **(Confidential)** Members received a request from the Community Engagement Officer to undertake overtime to manage a stand at an upcoming community event with the aim of raising awareness of the Town Council and its services. **RESOLVED** to allow the Community Engagement Officer to manage a stand at the event and to ask Members to volunteer to be present to answer questions about the Town Council. Clerk

11 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC
RESOLVED that the confidential business having been concluded, the Press and Public be re-admitted to the meeting. **(HR-11-2023/24)**

12 Staff Changes (HR-12-2023/24)

Members receive a report on the following changes to staffing:

- Locum Finance Officer contract ended on 30th April 2023.
- Civic and Planning Officer, start date 3rd April 2023.
- Deputy Clerk and Community Engagement Officer both successfully completed their six month probationary period in June 2023.

RESOLVED to note the report.

13 Chairman's Items (HR-13-2023/24)

There were none.

14 Date of Next Meeting

25th September 2023

Meeting closed at 19.24