

# Sandy Town Council

## Minutes of a meeting of the Human Resources Committee of Sandy Town Council held virtually via Zoom on Monday 12<sup>th</sup> October 2020 at 7:30pm

**Present:** Cllrs P Aldis, P Blaine, W Jackson A M Hill (Chair), C Osborne, M Pettitt, and S Sutton

**In attendance:** Mr C Robson (Clerk)

	<u>Action</u>
<p><b>1 Apologies for absence (HR-1-2020/21)</b> No apologies were received.</p>	
<p><b>2 Declarations of interest (HR-2-2020/21)</b> i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i></p>	
<p><b>3 Minutes of the Previous Meeting (HR-3-2020/21)</b> <b>RESOLVED</b> to receive the minutes of the meeting of the Human Resources committee held on Monday 23<sup>rd</sup> March 2020 and to confirm them as a correct record of proceedings.</p>	Admin
<p><b>4 Public Participation Session (HR-4-2020/21)</b> No members of the public were present, and no questions had been received.</p>	
<p><b>5 Health and Safety/Accident Report (HR-5-2020/21)</b> Members <b>RESOLVED</b> to note the accident report and that one incident would be addressed further under a confidential item.</p>	
<p><b>6 Training (HR-6-2020/21)</b> Members received and noted a report on training undertaken. It was queried what Operation London Bridge referred to. The Clerk informed the committee that this was the codename that referred to the plan for what will happen in the days following the death of the Monarch. The training covered steps that councils would need to take and helped guide whether the Council's current policy on the matter needed adapting. A member asked about reporting back and benefit of courses, particularly those on climate change. The Clerk informed the committee that those courses had been chosen to assist with the preparation, development and communication of the Council's Environmental Plan.</p>	
<p><b>7 Fallowfield Co-option (HR-7-2020/21)</b> Members noted the dates for the co-option process for the Fallowfield vacancy. It was noted that the co-option policy would need to be reviewed again in coming months in light of changes incorporated for virtual meetings.</p>	

# Sandy Town Council

## 8 Employee Handbook (HR-8-2020/21)

Members received and considered sections 1-4 of the employee handbook, as amended by the external Human Resources advisor. It was agreed that only those policies under section 5 which have been updated, amended or for which the advisor has posed questions, be brought back to the committee for approval.

**RESOLVED** that the amendments in sections 1 – 4 of the employee handbook be approved.

Town Clerk

## 9 Mobile Phone (HR-9-2020/21)

Members received and considered a report on the provision of a mobile phone for the Clerk and administration team. It was agreed this would be useful and was something used by the majority of organisations. A Member suggested that the purchase be approved subject to a management policy on the use of the phone coming forward. Another member commented that he did not feel such a policy was needed and that the employee handbook covered mobile phone usage.

It was Proposed and Seconded to approve the recommendations within the report.

An amendment was proposed that the mobile phone be purchased in the current financial year, as there were funds available and its use would be of immediate benefit. The amendment was agreed.

**RESOLVED** that the committee recommend to the Policy, Finance and Resources Committee that a mobile phone contract is entered into for the provision of an administration team phone at a cost of no more than £25 per month. That this take effect in the current financial year.

A Member queried whether the outdoor team would require a similar phone. While the Council does have some old 'pay as you go' mobile phones, these are quite dated and limited in what they can do. They can't, for example, take pictures. The Grounds Team Leader currently also uses his personal phone if there is a need to record and send images relating to outdoor works. Members felt that the provision of a phone for the outdoor team should also be looked into.

**RESOLVED** to recommend to the Policy, Finance and Resources Committee that it consider the provision of a contract mobile phone for the outdoor team as part of the 2020/21 budget considerations.

## 10 Chairman's Items (HR-10-2020/21)

There were no Chairman's items.

# Sandy Town Council

## 11 Date of Next Meeting (HR-11-2020/21)

It was agreed that the next meeting of the Committee would be held on Monday 11<sup>th</sup> January 2021.

Admin

## 12 COMMITTEE IN PRIVATE SESSION (HR-12-2020/21)

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 Staffing Matters (HR-13-2020/21)

- i) Members received and noted employee sick leave figures for the financial year to date. The committee commented that it was grateful for the team effort over the last six months and the extremely low sick leave figures. The implications of COVID19 had not detracted from employees' commitment to their roles. Members also noted their disappointment at having the outdoor team reduced to three members as a result of COVID19, and a forced situation that was created whereby an employee was on a long period of unpaid leave. This had placed pressure on the team as a whole.
- ii) Members received a report on an employee's 6 month probation period ending.

**RESOLVED** that the employee's probation had successfully been completed.

It was noted that three training courses which would have resulted in a 1SCP increase for the employee could not be completed due to COVID19. These had now been re-scheduled.

**RESOLVED** that the 1SCP increase should be backdated for the employee, subject to successfully passing each of the courses.

- iii) Members received and noted a report from the Clerk on Council operations in light of COVID19 over the past six months. Members thanked the Clerk for the detailed report.

**RESOLVED** that the procedures and the Council's virtual meetings be reviewed at the next meeting of the Full Council.

# Sandy Town Council

Noted that COVID19 had also resulted in the cancellation of the planned VE Day event.

Members asked for it to be noted that they fully endorsed the letter of commendation to the Clerk and Council team which was received from the High Sheriff in light of all the work done during the pandemic. The committee felt this award was well achieved.

The situation with COVID has taught the Council a lot about procedures, risk assessments, staff and Council Members which will be fully reviewed to see what can be taken forward.

- iv) Members received and noted a report from the Clerk on a personnel matter.