

# 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 13<sup>th</sup> March 2023 at 7:30pm**

**Present:** Cllrs N Aldis, P Blaine, J Hewitt, P Sharman (Chair) and S Sutton

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

	<b><u>Action</u></b>
<p><b>1 Apologies for absence (HR -51-2022/23)</b> Apologies were received from Cllrs L Ivanciu Wilkinson and C Osborne</p>	
<p><b>2 Declarations of interest (HR -52-2022/23)</b> i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i> iii) <i>Dispensations - none</i></p>	
<p><b>3 Minutes of the Previous Meeting (HR -53-2022/23)</b> <b>RESOLVED</b> to receive the minutes of the meeting of the Human Resources committee held on Monday 5<sup>th</sup> December 2022 and to confirm them as a correct record of proceedings.</p>	Admin
<p><b>4 Public Participation (HR-54-2022/23)</b> There were no members of the public present.</p>	
<p><b>5 Health and Safety / Accident Report (HR-55-2022/23)</b> Members received a report regarding accidents that had occurred since the last meeting. <b>RESOLVED</b> to note the report.</p>	
<p><b>6 Training Report (HR-56-2022/23)</b> Members received a training report from the Town Clerk. <b>RESOLVED</b> to note the report.</p>	Clerk
<p><b>7 Personal Development Plans (HR-57-2022/23)</b> Members received a report from the Town Clerk regarding Personal Development Plans and Pay scales. <b>RESOLVED</b> to recommended to Full Council:</p> <ul style="list-style-type: none"><li>• Interim PDPs should be initiated in March/April with the annual final PDP agreed in September/October</li><li>• Pay scale point rises should accrue automatically from year to year within a set band, unless it was felt that staff were under performing in their role. This would bring all staff in line with the Clerk’s pay scale agreement.</li><li>• All PDPs will be set against SMART objectives.</li></ul>	

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## 8 COMMITTEE IN PRIVATE SESSION (HR-58-2022/23)

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.

## 9 Staffing Matters (HR-59-2022/23)

- i) **(Confidential)** Members received and noted employee sick leave figures for the financial year 2022/23 to date.
- ii) **(Confidential)** Members received and noted a staffing update from the Clerk. **RESOLVED** to recommend to PF&R to extend the Locum Finance Officer's contract on a one day a week basis from 31<sup>st</sup> March until the Financial and Legal administration backlog had been cleared subject to the necessary budget agreement.
- iii) **(Confidential)** Members received a report regarding the return to work of the Admin Team Leader. **RESOLVED** to note the report and acknowledge that an offer for an Occupational Health Assessment for their return to work had been declined at this stage by the Admin Team Leader.

Clerk

## 10 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-60-2022/23)**

## 11 Staff Changes

Members receive a report on the following changes to staffing:

- Recruitment of Locum Finance Officer on a fixed term contract from 30<sup>th</sup> January 2023 to 31<sup>st</sup> March 2023.
- Recruitment of Civic and Planning Officer, start date 29<sup>th</sup> March 2023.
- Two Outdoor Team Operatives both successfully completed their six month probationary period in January.

**RESOLVED** to note the report.

## 12 Holiday entitlement roll over.

Members receive a verbal request from the Town Clerk to roll over 5 days of 2022/23 holiday entitlement into the year 2023/24.

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**RESOLVED** to agree for the Town Clerk to roll over 5 days of holiday into the next period of entitlement.

## **13 Chairman's Items**

There were none.

Cllr Pettitt commented that on 8<sup>th</sup> March the Clerk had reached her first year anniversary at Sandy Town Council.

Meeting closed at 20.47.