

# 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 17<sup>th</sup> March 2025 at 7.30pm**

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

**Absent:** Cllrs Effiong

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

	<u>Action</u>
<p><b>1 Apologies for absence (HR-47-2024/25)</b> Apologies were received from Cllr Effiong</p>	
<p><b>2 Declarations of interest (HR-48-2024/25)</b> i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests – none</i> iii) <i>Dispensations – In line with Standing Order 1u Cllr Hewitt had written to the Clerk to request to be present during the Confidential items as it was deemed appropriate that she do so in her capacity as the Clerk’s line manager and having been present during a recent meeting with Cllr Sharman and a member of staff regarding Performance Management. The request was agreed, and the Committee posed no objections to this.</i></p>	
<p><b>3 Minutes of the Previous Meeting (HR-49-2024/25)</b> <b>RESOLVED</b> to receive the minutes of the meeting of the Human Resources Committee held on Monday 18<sup>th</sup> November 2024 and to confirm them as a correct record of proceedings.</p>	
<p><b>4 Public Participation (HR-50-2024/25)</b> There were no members of the public present.</p>	
<p><b>5 Health and Safety/Accident Report (HR-51-2024/25)</b> Members were informed that no incidents had occurred since preparing the last meeting of the Human Resources Committee Agenda. <b>RESOLVED</b> to note the report.</p>	
<p><b>6 Training Report (HR-52-2024/25)</b> Members received a training report from the Town Clerk. <b>RESOLVED</b> to note the report. Members requested that officers complete a short report after undertaking training which outlines what they have learned and how they are utilizing the new skills/knowledge in their role. This would help the Committee gauge the success of training sessions.</p>	
<p><b>7 Policy Updates (HR-53-2024/25)</b></p>	

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*This item was deferred to later in the meeting and dealt with after item 13.*

Members received a quote from PNC to undertake a review of the following HR Policies, along with a draft of a Capability procedure at a cost of £320 +VAT (or 4 hours work at a rate of £80 per hour) :

- Anti-harassment and bullying
- Grievance Policy
- Disciplinary Policy
- Disruptive Behaviours and conversations in the workplace.

**RESOLVED** to agree the quote and to also ask PNC to review the policy for Sickness and Absence Management Policy and Procedure.

## **8 Strategic Planning Session (HR-54-2024/25)**

Members received a list of options on offer Council HR and Governance Support to lead Strategic Planning sessions for the Town Council. The sessions would build on work started by the Mayor and the Clerk in 2024 and a strategy day with Members held on 27<sup>th</sup> January 2024 and enable the Town Council to set out its ambitions over the next 5- 10 years and develop plans accordingly.

**RESOLVED** to make a recommendation to Full Council to undertake the Visioning Day session at a cost of £600 and to commission a subsequent report at a cost of £1,350. The Town Council would also need to pay £150 for a virtual attendance at a Town Council meeting to present the report. Total cost of £2,100. It would also be recommended that £1,800 be budgeted for in 2026/27 to support the composition of a clear and concise strategic plan.

## **9 Clerk's Report from SLCC Practitioners Conference (HR-55-2024/25)**

Members received a report from the Clerk giving an overview of the Society of Local Council Clerks Practitioners Conference.

**RESOLVED** to note the report.

## **10 Minutes Secretary (HR-56-2024/25)**

Members reviewed the Job Description and Personal Specification of a newly created Minutes Secretary role.

**RESOLVED** to agree the Job Description and Personal Specification with the following minor amends:

- Ensure it is clear that holiday entitlement is pro rata.
- Include complaint handling under Key Requirements – Essential.

## **11 COMMITTEE IN PRIVATE SESSION (HR-57-2024/25)**

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

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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.

## **12 STAFFING MATTERS (HR-58-2024/25)**

- i. Members received the employee sick leave figures for the financial year to date.  
**RESOLVED** to note the report.
- ii. Members received a request from a member of staff for extended annual leave between 22<sup>nd</sup> October and 7<sup>th</sup> November 2025.  
**RESOLVED** to approve the request.
- iii. Members received a report regarding staff Performance Management.  
**RESOLVED** to note the report.
- iv. Members received a report regarding Team Structure Overview  
**RESOLVED** to note the report and agree the recommendation and report back to the Committee at its June meeting.
- v. Members received a request to contract temporary cover on a fixed term two-month basis to support the Outdoor Team during a time of prolonged staff absence.  
**RESOLVED** to agree for cover to be contracted over this period.

## **13 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC (HR-59-2024/25)**

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

*Item 7 was discussed at this point as a policy review had been highlighted through the performance management process reported at item 12iii (see ref: HR-53-2024/25)*

## **14 Staff Changes (HR-60-2024/25)**

Members noted that no staff changes have taken place since the last meeting of the HR Committee.

## **15 Chairman's Items (HR-61-2024/25)**

A request from a staff member to work from home for two days a week over a fixed period until 12<sup>th</sup> June as recommended by their GP was discussed.

It was agreed that this be supported and to ask the officer to work from home on set days, Tuesday and Wednesday, but to be flexible

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during the Clerk's Annual Leave when a working from home arrangement would need to reduce to one day a week to provide adequate staff cover for the office.

**16 Date of Next meeting:**  
9<sup>th</sup> June 2025

Meeting closed at 21:20