

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 20th September 2021 at 6:30pm

Present: Cllrs P Aldis, P Blaine, A M Hill (Chair), C Osborne, and S Paterson

In attendance: Mr C Robson (Clerk)

	<u>Action</u>
<p>1 Apologies for absence (HR-13-2021/22) Apologies were received from Cllrs Jackson and Sutton.</p>	
<p>2 Declarations of interest (HR-14-2021/22) i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i></p>	
<p>3 Minutes of the Previous Meeting (HR-15-2021/22) RESOLVED to receive the minutes of the extraordinary meeting of the Human Resources committee held on Wednesday 5th July 2021 and to confirm them as a correct record of proceedings.</p>	Admin
<p>4 Public Participation (HR-16-2021/22) There were no members of the public present.</p>	
<p>5 Health and Safety / Accident Report (HR-17-2021/22) Members noted the accident report.</p>	
<p>6 Training Report (HR-18-2021/22) Members considered a report on training for officers and staff. The Clerk's request to attend the 2021 SLCC National Conference as part of this training and development was approved. It was also agreed that the Clerk remind Members who attend training or seminars to submit a report, or notes on the training undertaken and what was learnt.</p> <p>Members noted that BATPC was now offering a number of courses, some of which the Clerk should look at attending. The training schedule was also available via the agenda to any Councillors who might be interested.</p>	
<p>7 Employee Handbook Review (HR-19-2021/22)</p> <p>i) Members reviewed and RESOLVED to approve the Maternity Leave Policy.</p> <p>ii) Members reviewed and RESOLVED to agree the Paternity Leave Policy.</p> <p>iii) Members reviewed and RESOLVED to agree the Parental Leave</p>	

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Policy subject to amending a typing mistake in the third line of the Policy.

- iv) Members reviewed and **RESOLVED** to agree the Shared Parental Leave Policy.
- v) Members reviewed and **RESOLVED** to agree the Parental Bereavement Policy.
- vi) Members reviewed and **RESOLVED** to agree the Adoption Leave Policy.
- vii) Members reviewed and **RESOLVED** to agree the Time off for Dependents Policy.

The Clerk stated that these policies were the last of the staff handbook policies which needed to be reviewed and that he would be compiling the handbook for final approval. It was agreed that the policies should be looked at in the lifetime of each Council, but that the HR adviser would inform the Council of any changes which might be needed to individual policies as they arose.

8 Chairman's Items (HR-20-2021/22)

There were none.

9 Date of next meeting (HR-21-2021/22): 20th December 2021.

10 COMMITTEE IN PRIVATE SESSION (HR-22-2021/22)

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.

11 Staffing Matters (HR-23-2021/22)

- i) Members received and noted employee sick leave figures for the financial year to date.
- ii) Members received and considered a report on minimum wage to SCP1 contracts. It was **RESOLVED to RECOMMEND** that two employees on minimum wage be moved to the NJC pay scales at SCP1 and that this be effective from October 2021. Associated costs are to be factored into the budget setting process.

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- iii) Members received, considered and discussed a report on potential additional litter picking resource. This had originated from a suggestion by some councillors following concerns over the level of littering in areas of the town. The Chairman said that he had received some feedback from other councillors who were not in favour of paying to cover areas of the town which should be CBC's responsibility and for which residents already pay. Members commented that it would be very useful to have an additional team member to litter pick both STC owned areas and the town in general. Litter was not the only issue, there are also weeds and overgrown areas around the town, the maintenance of which could be included in a role.

It was agreed that the suggested role/litter picking be included in wider resource considerations/discussions.

- iv) Members received and noted an ongoing staffing matters report.
- v) Members received and briefly considered a staffing and resources overview report. It was agreed that as the report was quite large, further time would be needed to consider it. In addition, the report raised considerations about the council's ambitions and priorities which may impact on resources, but which should be considered by the wider Council. It was agreed another meeting is set up to consider the matters in more detail.