

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 December 2021 at 6:30pm

Present: Cllrs P Aldis, P Blaine, A M Hill, W Jackson (Chairing) and C Osborne

In attendance: Mr C Robson (Clerk)

	<u>Action</u>
1 Apologies for absence (HR-24-2021/22) Apologies were received from Cllr Sutton.	
2 Declarations of interest (HR-25-2021/22) i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i>	
3 Minutes of the Previous Meeting (HR-26-2021/22) RESOLVED to receive the minutes of the extraordinary meeting of the Human Resources committee held on Wednesday 20 th September 2021 and to confirm them as a correct record of proceedings.	Admin
4 Public Participation (HR-27-2021/22) There were no members of the public present.	
5 Health and Safety / Accident Report (HR-28-2021/22) Members noted that there were no accidents to report.	
6 Training Report (HR-29-2021/22) Members noted the training report.	
7 Employee Handbook Review (HR-30-2021/22) i) Members reviewed and RESOLVED to approve the Menopause Policy.	
8 Chairman's Items (HR-31-2021/22) There were none.	
9 Councillor Email Addresses (HR-32-2021/22) Members received and considered a brief report on creating councillor email addresses. Members expressed uncertainty as to the need for gov.uk email addresses and the complications it could create for Members having to check multiple email accounts. The cost of creating and holding the gov.uk addresses was noted, and concern was expressed about the costs coming late on in the 2022/23 budget consideration process. The costs needed would require further	

Sandy Town Council

increases in budget and concerns had already been raised about the Council's potential 2022/23 precept increase.

RESOLVED that the Committee does not progress with Councillor gov.uk email addresses at this time.

10 Date of next meeting (HR-33-2021/22): 20th December 2021.

11 COMMITTEE IN PRIVATE SESSION (HR-34-2021/22)
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.

12 Staffing Matters (HR-35-2021/22)

- i) Members received and noted employee sick leave figures for the financial year to date.
- ii) Members received and considered a report on ongoing staffing matters and noted that the Council was awaiting a report from an Occupation Health Therapist.
- iii) Members received and considered a report from the Town Clerk on matters related to staffing roles and made the following resolutions in relation to recommendations.

It was **RESOLVED** that administrator job titles be changed to reflect the tasks and responsibilities each role carries out. That the Clerk work with officers to finalise title changes around the following areas;

Planning, Policy and Mayoral Support Officer
Community Engagement Support Officer
Democratic Services Support Officer

That the Administration Team Leaders title also reflects responsibilities undertaken around cemetery management and finance.

It was **RESOLVED** that admin and outdoor team roles be moved from fixed pay points to a pay point range, which would give flexibility to allow for progression to high scale points following

Sandy Town Council

strong performance, meeting targets or taking on additional work or responsibility.

- That Scale Point Range LC1 (7-12) be applied to administrator roles.
- That Scale Point Range LC1 (7-12) be applied to outdoor groundsman roles.
- That Scale Point Range LC2 (18-23) be applied to Administration Team Leader and Outdoor Team Leader roles.

It was **RESOLVED** that those employees on the bottom point of their pay scales be increased to the second point, in line with those employees who already sit on the second point of their assigned scale.

It was **RESOLVED** that an additional four hours per week be included in the 2022/23 budget to allow for an increase in administration hours worked per week to provide additional support around agendas, minutes and administration if required.

All resolutions can be supported by the current draft budget for 2022/23 and do not require further increases in the budget.

- iv) Members received and considered a motion from Full Council that the Council look to award a one-off reward to staff in recognition of work and additional responsibilities taken on over the last two years. It was **RESOLVED** that a one of voucher be awarded to those members of staff who worked, adapted to the changing circumstances and ensured that Council services continued to run during the height of the pandemic. That this voucher be to the value of £250 and be funded from the Council's salary budget line. That a reward of £50 be given to a temporary worker for the town Council who has worked hard to support the Council and continuation of services over the last six months.