

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 25th September 2023 at 7.30pm

Present: Cllrs N Aldis, J Hewitt, A Lock, R Lock, C Osborne, and P Sharman (Chair).

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

1 Apologies for absence (HR -14-2023/24)

Cllr Sutton

2 Declarations of interest (HR-15-2023/24)

- i) *Disclosable Pecuniary Interests - none*
- ii) *Non-disclosable Interests - none*
- iii) *Dispensations - none*

3 Minutes of the Previous Meeting (HR-16-2023/24)

RESOLVED to receive the minutes of the meeting of the Human Resources Committee held on Monday 10th July 2023 and to confirm them as a correct record of proceedings.

4 Public Participation (HR-17-2023/24)

There were no members of the public present. The Mayor raised an email that had been sent from a member of the public regarding the timing of publishing minutes on the Council's website. The email made a serious accusation against the Clerk. Members felt the accusation was unfounded and it was agreed that the Mayor would write to the member of the public on the matter.

5 Health and Safety / Accident Report (HR-18-2023/24)

Members received a report regarding accidents that had occurred since the last meeting.

RESOLVED to note the report and the officer's comments. Members were keen to look at what action could be taken to prevent members of the public negatively interfering with Council staff in the execution of their duties. The Clerk would send a copy of the Council's Zero Tolerance to bullying and harassment policy to the member of public concerned.

6 Training Report (HR-19-2023/24)

Members received a training report from the Town Clerk.

RESOLVED to note the report.

Two items were to be deleted from the list of training that had been flagged as of interest for Members and Officers as some were duplications of training already booked in. These were:

- Working at Heights

Action

Admin

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- Tractor Trailed Implements

Cllrs A Lock and R Lock reported back on their New Councillor Induction with BATPC stating it was well put together, informative, and very helpful. It also gave an interesting insight into what challenges other new Councillors were facing with their understanding of their role as Members.

7 **Civility & Respect Policies (HR-20-2023/24)**

Members received a recommendation to adopt the following Model Policies created under the Civility & Respect Project as part of the Town Council's commitment to the pledge:

- Roles and Responsibilities
- Model Councillor/Officer Protocol
- Dignity at Work Policy

RESOLVED to recommend to Full Council that it adopts all the policies and to replace the Council's current Dignity at Work Policy with the new model one, which is more comprehensive.

Town Clerk

8 **COMMITTEE IN PRIVATE SESSION (HR-21-2023/24)**

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.

It was agreed prior to the meeting that Councillor Pettitt, as both the former line manager to the Town Clerk and having substantial knowledge on item 9ii, met the 'need to know' criteria and as such was invited to stay for this confidential item.

9 **Staffing Matters (HR-22-2023/24)**

- (Confidential)** Members received and noted employee sick leave figures for the financial year 2023/24 to date.
- (Confidential)** Members received and noted a staffing update from the Clerk. **RESOLVED** that the Clerk recruit the same financial administrator previously employed by the Council to cover the unexpected absence of the Admin Team Leader (ATL) until their return. The cost of this would be covered by a saving in wages spend created by the current reduced hours of the ATL. The Clerk would also seek advice from the Council's HR Consultant regarding ongoing staffing matters and report back to the HR Committee.

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- 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-23-2023/24)**
- 11 Chairman's Items (HR-24-2023/24)**
There were none.
- 12 Date of Next Meeting**
27th November 2023

Meeting closed at 20.54