

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 3 June 2019

Present: Cllrs P Aldis, P Blaine, A M Hill (Chair), W Jackson, C Osborne, M Pettitt, and S Sutton

In attendance: Cllr M Scott and Mr C Robson (Clerk)

	<u>Action</u>
<p>1 Apologies for absence (HR-1-2019/20) No apologies were received.</p>	
<p>2 Declarations of interest (HR-2-2019/20) i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i></p>	
<p>3 Election of Vice Chairman (HR-3-2019/20) It was proposed, seconded and RESOLVED that Cllr W Jackson be appointed Vice Chairman of the Human Resources Committee for the 2019/20 year.</p>	
<p>4 Minutes of the Previous Meeting (HR-4-2019/20) RESOLVED to receive the minutes of the meeting of the Human Resources committee held on Monday 18th March 2019 and to confirm them as a correct record of proceedings.</p>	Admin
<p>5 Public Participation Session (HR-5-2019/20) No members of the public were present, and no questions had been received.</p>	
<p>6 Health and Safety/Accident Report (HR-6-2019/20) Members noted that there had been two minor accidents since the last meeting of the committee on 18th March 2019 and that appropriate action was taken on those occasions.</p>	
<p>7 Training (HR-7-2019/20) Members received and considered a report on Councillor and staff training. A Member noted that there was quite a lot of training scheduled and asked if a sufficient budget was in place. The Clerk informed Members that some expenditure for courses taken was incurred in the last financial year and that the current year's budget was sufficient.</p> <p>A Member noted that new staff had attended the same manual handling 'refresher' course as those who had already taken the course. The Clerk informed Members that the course was the same content for both those</p>	

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who had already taken it and those who were doing it as a refresher. It is recommended that it be done every two years.

8 Co-option for Vacant Seats (HR-8-2019/20)

Members noted that at a meeting of the Full Council on 13th May 2019, it was resolved to commence the Council's co-option procedure to fill three vacant seats on the Council following the May 2019 elections.

9 Human Resources Documentation Review (HR-9-2019/20)

Members received and considered a report from the Town Clerk on the review and updating of the Staff Handbook. The Clerk explained that a review of the employee handbook was due and that it would provide the Council with the opportunity to ensure all documentation was up to date and consider whether any changes need to be made. A review would be carried out and a recommended updated handbook presented to Committee for consideration.

It was **RESOLVED** to approve that the Clerk engage PNC to carry out the Human Resources documentation review.

10 Chairman's Items (HR-10-2019/20)

There were no Chairman's items.

11 Date of Next Meeting (HR-11-2019/20)

The date of the next meeting was noted: Monday 9th September 2019

Admin

12 COMMITTEE IN PRIVATE SESSION (HR-12-2019/20)

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.

13 Staffing Matters (HR-13-2019/20)

- i) Members received and noted an update on staffing. It was **RESOLVED** to approve the recommendation that an employee's employment with the Council be confirmed following a successful six month probation period.

RESOLVED that a meeting be set up with officers of the Cricket Club to discuss on-going matters and concerns.

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The Chair informed Members that it had been four years since a new organisational structure was introduced and that following the election of the new council now would be an appropriate time to review the structure, its strengths and if improvements could be made. It was **RESOLVED** that the Clerk bring forward a review report on the organisational structure of STC for consideration by Members.

- ii) Members received and noted a report on changes to the payroll system. The Clerk and Administration Team Leader had now completed two cycles of the new payroll procedures.
- iii) Members received and noted employee sick leave figures for the financial year to date.