

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 3rd October 2022 at 7:30pm

Present: Cllrs P Aldis, P Blaine, J Hewitt, P Sharman (Chair) and S Sutton

Absent: Cllrs L Ivanciu-Wilkinson, C Osborne

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

The Chair led a minute's silence in remembrance of the passing of HM Queen Elizabeth II.

	<u>Action</u>
<p>1 Apologies for absence (HR-27-2022/23) Apologies were received from Cllrs L Ivanciu-Wilkinson and C Osborne.</p>	
<p>2 Declarations of interest (HR -28-2022/23) i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i> iii) <i>Dispensations - none</i></p>	
<p>3 Minutes of the Previous Meeting (HR -29-2022/23) RESOLVED to receive the minutes of the meeting of the Extra Ordinary meeting of Human Resources committee held on Monday 8th August 2022 and to confirm them as a correct record of proceedings.</p>	Admin
<p>4 Public Participation (HR-30-2022/23) There were no members of the public present.</p>	
<p>5 Health and Safety / Accident Report (HR-31-2022/23) Members received an Accident report from the Clerk RESOLVED to note the report. Members were pleased to note no accidents had been reported since the last meeting of the Committee.</p>	
<p>6 Training Report (HR-32-2022/23) Members received a report from the Clerk on Staff and Member Training. One Member suggested an in-house group training session in finance for all new Members in conjunction with BATPC. Clerk to make enquiries through BATPC. Clerk reported that due to issues with staff absence and resource challenges that training had been delayed and not taken forward</p>	Clerk

Sandy Town Council

recently, she hoped to get staff training up and running asap once staffing issues were resolved.

RESOLVED to note the report.

7 **Personal Development Plans (HR-33-2022/23)**

Members received a report from the Clerk on Personal Development Plans and pay scale points.

RESOLVED to note the report. Clerk to ensure the correct procedure for staff Development Plans is being adhered to and recorded properly and to agree dates for Annual Appraisals to take place.

8 **Recruitment Costs (HR-34-2022/23)**

Members received a report of recruitment costs made under delegated authority following the resignation of the receptionist and ongoing recruitment for a Deputy Clerk.

- Advertising through SLCC website Deputy Clerk £240 (inc VAT)
- Advertising through Biggleswade Chronicle (online portals) – Deputy Clerk £450.00 (inc VAT)
- Advertising through Biggleswade Chronicle (online portals) – Community Engagement Officer £450.00 (inc VAT)

Other free advertising has also been undertaken through the following channels:

- Gov.uk find a job website
- STC website and facebook pages
- Clerk's personal LinkedIn account
- Bedfordshire Branch of SLCC
- BATPC member

RESOLVED to note the costs which would be reviewed at the Full Council meeting on 10th October.

9 **COMMITTEE IN PRIVATE SESSION (HR-35-2022/23)**

Exclusion of the Public and Press

Cllrs M Pettitt left the meeting

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC RESOLVED that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

Sandy Town Council

10 Staffing Matters (HR-36-2022/23)

- i) **(Confidential)** Members received and noted employee sick leave figures for the financial year 2022/23 to date. Clerk
- ii) **(Confidential)** Members received and considered a report from the Town Clerk on staffing matters and made the following recommendations to be considered at Full Council:
- Following the recent resignations of the Receptionist and Mayor's Secretary, to hire a second temporary agency staff member to help cover admin tasks until the following vacancies could be filled: Clerk
 - Deputy Clerk
 - Community Engagement Officer
 - Civic and Planning Officer.
 - To spend a further £99.00 on recruitment advertising for the Civic and Planning Officer vacancy (formerly known as Mayor's Secretary).
 - Following the office cleaner's resignation, the 7.5 hours of office cleaning be offered to the Caretaker as additional hours to his current contract. Under that contract the Caretaker currently undertakes office cleaning duties on one day of the week. This proposal would see his weekly hours increase from 25.5hours a week to 33hrs. Clerk

RESOLVED to note the report and agree the recommendations

iii) **(Confidential)** Members received and considered a report from Cllr J Hewitt on behalf of the Town Clerk's Management Committee following her successful completion of a six-month probationary period. The Committee had thanked the Clerk for her hard work and dedication during a turbulent and challenging time.

It was **RESOLVED** to recommend to full council that, as per her employment contract, the Clerk's salary be increased 1 point from scale pint 37 to 38. In addition, the Clerk would undertake financial training and seek specialist legal advice/training and support to further her knowledge around leases and other generic legal matters. Clerk

11 Chairman's Items (HR-37-2022/23)

There were none

12 Date of Next Meeting (HR-38-2022/23)

Monday 5th December

Meeting closed at 20.43