

# Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, L Ivanciu-Wilkinson (Chair)  
C Osborne, P Sharman and S Sutton  
c.c. J Ivanciu-Wilkinson, R Lacey, A Lock, R Lock, M Pettitt, M Scott, and  
N Thompson

**You are hereby summoned to attend a meeting of the Human Resources Committee of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 13<sup>th</sup> March 2023 commencing at 7.30pm.**



Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
8<sup>th</sup> March 2023

## **A G E N D A**

### **1 Apologies for Absence**

### **2 Declarations of Interest**

*Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)*

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non-disclosable Interests*
- iii) Dispensations*

### **3 Minutes of Previous Meeting**

To consider the minutes of the Human Resources Committee held on Monday 5<sup>th</sup> December 2022 and to approve them as a correct record of proceedings.

# Sandy Town Council

## 4 Public Participation Session

Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.

## 5 Health and Safety / Accident Report

To receive and note a report regarding accidents that have occurred since preparing the last meeting of the Human Resources Committee agenda.

Appendix I

## 6 Training Report

To receive a report on employee and Councillor training undertaken or planned.

Appendix II

## 7 Personal Development Plans

To receive a report from the Town Clerk regarding Personal Development Plans and payscale rises.

Appendix III

## 8 COMMITTEE IN PRIVATE SESSION

RECOMMENDED 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, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

## 9 STAFFING MATTERS

- i. To receive and note employee sick leave figures for the financial year to date.
- ii. To receive and note staffing update
- iii. To receive and note a report regarding the Admin Team Leader's return to work

Confidential  
Appendix IV

Confidential  
Appendix V

Confidential  
Appendix VI

## 10 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 READMITTANCE OF THE PRESS AND THE PUBLIC

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

## 11 Staff Changes

To receive and note the following changes to staffing:

- Recruitment of Locum Finance Officer on a fixed term contract from 30<sup>th</sup> January 2023 to 31<sup>st</sup> March 2023.

# Sandy Town Council

- Recruitment of Civic and Planning Officer, start date 29<sup>th</sup> March 2023.
- Two Outdoor Team Operatives both successfully completed their six month probationary period in January.

## **12 Holiday entitlement roll over**

To receive a verbal report from the Town Clerk regarding staff requests to roll over 2022/23 holiday entitlement into the year 2023/24.

## **13 Chairman's Items**

## **14 Date of Next meeting: 4<sup>th</sup> July 2023**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Human Resources

**DATE:** 13<sup>th</sup> March 2023

**AUTHOR:** Town Clerk

**SUBJECT:** Health and Safety/Accident Report

The following accidents have been recorded since the last meeting of the committee:

<b>Date</b>	<b>IP</b>	<b>Nature of Injury</b>	<b>Nature of Accident</b>	<b>RIDDOR Y/N</b>	<b>Actions</b>
06/12/2023	Outdoor Team Leader	No physical injury. Reported feeling shaken and stressed	Ground gave way as ride-on mower was cutting grass in the cemetery resulting in the vehicle collapsing into a grave	N	Stress monitored. Decision to stop the use of the ride on mower in the cemetery taken as it is not suitable for the unstable ground found on site. New lighter hand push mowers to be purchased for grass cutting in this area.
08/12/2023	Outdoor Operative	Sore elbow	Knocked elbow when accessing the new electric vehicle	N	Staff made aware of the issue and told to be careful while getting used to the

					new vehicle. Some padding to be placed on any areas of the van that could cause knocks.
09/12/2023	Temporary Admin Staff	Temporary pain to back and arm.	Slipped on water on the floor of the disabled toilet.	N	Injury monitored, report of no continuous pain the following day. Water was dried up and a slip hazard notice put in place. The disabled toilet was locked and access prohibited until the leaking radiator. Though to be the cause of the spill, could be fixed. Floor regularly monitored for water.
12/12/2023	Outdoor Operative	No physical injury	Slipped and fell on metal grill scraper when entering the depot in freezing conditions	N	Cleared area of ice and risk assessment updated.
09/01/2023	Outdoor Operative	Bruising to top of foot	The tailgate from the new	N	Operative was signed

			electric vehicle fell off the van onto the top of the operative's foot.		off work by the Clerk until the bruising subsided. The vehicle supplier was contacted to report what we believed to be a design fault. Since the supplier has visited site and made some adjustments to the vehicle to ensure that this fault does not reoccur.
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**AGENDA ITEM 6****APPENDIX II****SANDY TOWN COUNCIL****COMMITTEE:** Human Resources**DATE:** 13<sup>th</sup> March 2023**AUTHOR:** Town Clerk**SUBJECT:** Training and Conferences**Training**

The following training or seminars have been completed by staff and Councillors since the last meeting of the Human Resources Committee:

<b>Training</b>	<b>Provider</b>	<b>Participants</b>	<b>Cost</b>	<b>Date</b>
Role of a Fire Warden	PNC	Nicola Sewell Ian Reed Laura Dove Richard Gilbert Soloman Paris Chris Dainton Wayne Harvey	£425.00	19/01/2023
Local Councils and Community Engagement	NALC	Laura Dove	£30.00	25/01/2023

The following upcoming training has been arranged.

<b>Training</b>	<b>Provider</b>	<b>Participants</b>	<b>Cost</b>	<b>Date</b>
First Aid	PNC	Nicola Sewell Ian Reed Laura Dove Solomon Paris Wayne Harvey Danielle Castle	£445.00	18/05/2023

**AGENDA ITEM 6****APPENDIX II**

The following training/seminars/conferences are available and have been flagged for possible interest to Councillors.

<b>Training</b>	<b>Provider</b>	<b>Venue</b>	<b>Cost</b>	<b>Date</b>
Communicating with your community Part 1: creating a communications strategy	BATPC	Online	£35.00 per delegate	Various dates through to 04.07.2023
Communicating with your community Part 2: implementing effective community engagement and building sustainable conversations	BATPC	Online	£35.00	Various dates through to 05.07.2023
Councillors: social media skills	BATPC	Online	£35.00	Various dates through to 13.07.2023
Councillors: data protection training	BATPC	Online	£35.00	Various dates through to 13.07.2023
How Councils can more effectively engage with Young People	BATPC	Online	£35.00	Various dates through to 6.07.2023
Crisis Communications for Local Councils	BATPC			10.05.2023 15.08.2023

The following training has been identified for completion as soon as it becomes available at a suitable location. Interest has been flagged with each of the training providers listed below.

<b>Training</b>	<b>Provider</b>	<b>Participants</b>	<b>Cost</b>
Abrasive Wheels	High Speed Training	Grounds Team	£30.00 per candidate
Initial Sports Line Marking <b>Looking for alternative training</b>	Lantra Awards	3X Grounds Team Member on site	£875.00 for three Members



**AGENDA ITEM 6**
**APPENDIX II**

Tractor Trailed Implements	Shuttleworth College	2 X Grounds Team Member	£350.00 each
Principles of Safe Handling and Application of Pesticides (PA1) Level 2	Shuttleworth College	2 X Grounds Team Members	£265.00
Playground Inspection		Grounds Team Members	
Basic Tree Survey & Inspection	Bedford College	Grounds Team Member	£195
Grounds Maintenance and Management	Institute of Groundsmen	Outdoor Team	£900 for on-site based training course.
Dealing with local and regional media	SLCC	Clerk/Admin Team/Councillors	£35.00 per candidate
Find out who's speaking at Stronger Things 2023 - The Community Power event of the year!	New Local	Community Engagement Officer	£25.00 early bird offer
Crisis Communications for Local Councils	SLCC	Clerk/Admin Team/Councillors	£35.00 per candidate
Microsoft Office for Local Councils	SLCC	Admin Team	Unknown
Managing difficult people and conversations	SLCC	Admin and Outdoor Team	£35.00 per delegate
Contracts and Procurement	BATPC	Clerk – N Sewell	£30.00
Local Government Pension Scheme	Local Government Association	Admin Team Leader	No Cost
Health & Safety/Working at heights- Ladder control.	RoSPA and CPD accredited (Online course)	Outdoor Team	£15 per user

**AGENDA ITEM 6****APPENDIX II**

Routine Playground Inspection	TBD	Outdoor Team	TBD
FILCA – Finance for Local Council Administration	SLCC	Clerk and Admin Team Leader	£144.00 per candidate
Budgeting for Clerks and Finance Staff	BATPC	Clerk and Admin Team Leader	£30.00 per candidate.
Internal Controls	BATPC	Clerk and Admin Team Leader	£30.00 per candidate
Cemetery Management and Burial Records	ICCM through SLCC	Deputy Clerk and Community Engagement Officer	TBC
Data Protection & GDPR for Clerks & Officers: Part 1 (Foundations & Theory)	SLCC	Clerk/Admin Team/	£35.00 per delegate
Data Protection & GDPR for Clerks & Officers: Part 2 (Accountability and Lawfulness)	SLCC	Clerk/Admin Team/	£35.00 per delegate
Data Protection & GDPR for Clerks & Officers: Part 3 (Rights and Information Security)	SLCC	Clerk/Admin Team/	£35.00 per delegate
Freedom of Information for councils	SLCC	Clerk/Admin Team/	£35.00 per delegate

**Human Resources Committee**

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<b>Date:</b>	<b>13<sup>th</sup> March 2023</b>
<b>Title:</b>	<b>Personal Development Plans and Pay Point Rises</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To provide a report making recommendations on which to base personal development plans and how that would relate to pay scale increases.

**Recommendation**

2. To note the report, agree time scales and implementation of Personal Development Plans (PDP). To agree a policy for considering how staff can move up pay points within their specified scale.

**Background**

3.0 It has become clear that Personal Development Plans (Appraisals) have not been undertaken with staff other than the Clerk since 2019. This has meant that pay point rises and opportunities for development have not been offered to staff.

3.1 In 2022 three members of the admin team resigned. Apart from one point pay scale rise each following their ILCA qualification, they all remained on the same scale point for the duration of their employment 14, 9 and 4 years respectively. We know that this lack of opportunity was a factor in at least one of these resignations.

3.2 The Clerk's role has always been subject to an automatic annual pay point rise within a set scale, which puts that role on an uneven balance than the rest of the team.

3.3 The Clerk has been approached by 3 separate members of staff requesting appraisals and a plan to enable them to move up pay points. These officers have all been with the Town Council for a long period.

**Information/Proposal**

4.0 The Clerk has created PDP documents based on other councils that hold the Investor in People Award, these include templates for undertaking PDPs with staff (please see templates attached). The HR Committee Chair and Mayor to carry out the PDP with the Town Clerk, the Town Clerk would hold PDP sessions with the Deputy Clerk, Outdoor Team Leader and Admin Team Leader. The Outdoor Team Leader (with support from the Clerk) would then hold the PDP sessions with the outdoor operatives, similarly the Admin Team Leader (with support from the Clerk) would hold PDP sessions with the Community Engagement Officer and the Civic and Planning Officer.

4.1 There are two ways that the pay point rises can be managed:

- a) All staff get automatically moved up a point within their scales annually, unless it is felt that their performance across that period was not up to the required standard as is currently the case with the Town Clerk's role.
- b) Staff only move up pay points by completing targets/achieving goals set at the beginning of the year. Ideally goals and targets should be set around the Council's own strategy and how staff's roles can help them to attain that. The nature of both the administrative roles and outdoor team roles could make it difficult to set targets against other than those attached to obtaining qualifications.

4.2 It is suggested that during March/April an interim Personal Development Plan meeting is held with each member off staff. The idea would be to start with the Clerk and cascade down through team leaders and officers.

4.3 The Annual Personal Development Plan meetings should be held in September/October.

4.4 Pay point rises to be agreed by September/October to ensure funds are included in the budget setting process.

**Financial implications**

5.0 Members will have to consider a reasonable cost for Personal Development Plans and provision for that during the Budget Setting for 2024/25.

**Other implications**

6.0 Lack of development opportunities will see staff disincentivised and as a result leaving to find career progression paths outside of the council.

6.1 Staff turnover sees the Council lose valuable knowledge and experience that is hard to replace.

Sandy Town Council

Staff Objectives

Name:

Job Title:

Date Reviewed:

	objective	Action required	Target Date	Revised Target Date	Progress
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Signed

Employee .....

Line Manager .....

**Sandy Town Council**

**STAFF PERSONAL DEVELOPMENT  
RECORD**

**Name:**

**Department:**

**Year or period covered:**

**Position:**

**Time in present position:**

**Length of Service:**

**Appraisal Date & Time:**

**Appraiser**

*Employees are requested to consider and fill in the form and provide to their line manager prior to the Performance Development meeting. This will then be reviewed by the line manager prior to the meeting and a discussion will take place on the points raised, these may be adapted or added too as a result of the meeting.*

**State understanding of main duties and responsibilities.**

**What has gone well? (additional sheets may be needed)**

**What has not gone well? (additional sheets may be needed). What difficulties were encountered?**

**What do you consider to be your most important achievements in the past year?**

**What do you like and dislike about working for this organisation?**

**What elements of your job do you find most difficult?**

**What elements of your job interest you the most, and least?**

**What do you consider to be your most important aims and tasks in the next year?**

**Changes to job description**

**What actions could be taken to improve your performance in your current position by you and your line manager?**

**What kind of work or job would you like to be doing in one / two / five years time?**

**What sort of training /experiences would benefit you in the next year? Not just the job skills – but also your natural strengths and personal passions you would like to develop – you and your work can benefit from these.**

**Progress on Targets and Key Activities**



**SETTING KEY OBJECTIVES FOR NEXT 6 MONTHS**

**Skills or Knowledge to meet targets**

**Job developments**

**Any other matters you would like to raise?**

**Line Manager's Comments**

**Staff Signature** ..... **Date**.....

**Manager's Signature** ..... **Date** .....

**Town Clerk's Signature** ..... **Date** .....

**Sandy Town Council  
Personal Development Plans (Appraisal) Procedures**

- i) Personal Development Plans ideally should take place no longer than six months apart.
- ii) Standard corporate forms should be used
- iii) A minimum of one week's notice should be given for the Personal Development Plan appraisal
- iv) Original objectives which are to be reviewed should have been set at a meeting prior to the Personal Development Plan appraisal. At the meeting new objectives can be discussed and agreed.
- v) Form should be circulated prior to the meeting, completed (section A) by the person being appraised and returned to the line manager (appraisee) to review prior to the meeting commencing.
- vi) Training requirements identified should be forwarded to the Town Clerk.
- vii) A review of the job specification should be incorporated into the Personal Development Plan
- viii) The Personal Development Plan must **not** be linked to pay increase / discussions
- ix) Completed Personal Development Plans should be kept in secure and private locations.
- x) A copy of the Personal Development Plan must be provided for the appropriate personnel file.
- xi) The employee being appraised must be provided with their own copy of the completed Personal Development Plan for their own records.
- xii) During the Personal Development Plan process consideration will be given to the Council's Core Values (TBD).