

# Sandy Town Council

To: Cllrs N Aldis, P Blaine, A M Hill (Chairman), W Jackson, C Osborne, M Pettitt, and S Sutton  
c.c. A Gibson, T Knagg, M Scott, P Sharman 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 3<sup>rd</sup> June 2019 commencing at 7.30pm.



Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
24<sup>th</sup> May 2019

## 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 Election of Vice Chairman

To receive nominations and elect a Vice Chairman for the 2019/20 council year.

### 4 Minutes of Previous Meeting

To consider the minutes of the Human Resources Committee held on Monday 18<sup>th</sup> March 2019 and to approve them as a correct record of proceedings.

Previously  
circulated

# Sandy Town Council

## 5 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.

## 6 Health and Safety / Accident Report

To receive and note a report on accidents which have occurred since the last meeting of the Human Resources Committee.

Date	Employee	Accident	Measures
26/2/19	Admin Team Leader	Backpain following picking up heavy box.	Rested and monitored. Manual handling in the workplace re-fresh course attended
16/5/19	Groundsman	Scratched arm on wire fence while emptying bin. Puncture wound	Received a tetanus injection

## 7 Training Report

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

Appendix I

## 8 Co-option for Vacant Seats

To note that at a meeting of the Full Council on 13<sup>th</sup> 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. The deadline for applications for co-option is 5pm on Tuesday 18<sup>th</sup> June 2019. Applications will be considered by the Full Council at a meeting on 24<sup>th</sup> June 2019.

## 9 Human Resources Documentation Review

To receive and consider a report from the Town Clerk on the review and updating of the Staff Handbook.

Appendix II

## 10 Chairman's Items

## 11 Date of Next meeting: 9<sup>th</sup> September 2019

## 12 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.

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## 13 Staffing Matters

### i) Staffing Report

To receive and note an update on staffing.

### ii) Payroll

To receive a review report on the changes to the payroll system.

### iii) Sick Leave Report

To receive and note employee sick leave figures for the financial year to date.

## SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 3 June 2019

AUTHOR: Town Clerk

SUBJECT: Training and Conferences

## Training

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

Training	Provider	Participants	Comment	Cost
Safe Handling and Application of Pesticides (PA1)	Shuttleworth College	G Elliott-Turner	One day course with 1-hour assessment. Legally required qualification for the control of pesticide regulations. Focus on safety and legal aspects of handling pesticides.	£228
Pesticide Application (PA6)	Shuttleworth College	G Elliott-Turner	One day course NPTC Level 2 Award	£228
Health and Safety in the Workplace	TutorCare	All staff members (11)	First aid certification was due to run out and all staff needed to complete this course	£495
Manual Handling	TutorCare	All staff members (11)	Re-fresher course for all staff including new staff members who had not previously attended the course.	£395

The following training is to be completed prior to the next meeting of the Human Resources Committee;

Training	Provider	Participants	Comment	Cost
Agriculture Tractor Driving and related operations	Shuttleworth College	G Elliott-Turner	Two Day Course (July 2019) NPTC Level 2 Award	£350
Risk Assessments  <i>Cancelled and re-booked</i>	PNC	Clerk, Grounds & Admin Team Leaders	Legal Background What employers, employees and volunteers need to know Health and Safety risk assessments Safety in respect of event organising	£200

**AGENDA ITEM 7**

**APPENDIX I**

			Dealing with accidents in the workplace and other areas including investigations The legislation in practice Contracted work and its safety - Cemeteries; open spaces; street lighting	
Introduction to Local Council Administration	SLCC	Katie Barker	Recognised SLCC online course which acts as an introduction to local council administration. Requirement of progression to pay scale 18.	£99
GDPR awareness	PNC	Cllrs & Staff	Training by the Council's HR advisors on General Data Protection Regulation requirements. Date to be agreed.	£200
Chairmanship Training	BATPC	TBC	Training provided by NALC on meeting Chairmanship. Those Cllrs in a role as Chair or Vice Chair who have not attended such training are advised to attend.	£40

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>
Cemetery Legal Compliance	SLCC	Admin and Outdoor Team Leaders	£145 per person
Grounds Maintenance and Management	Institute of Groundsmen	Outdoor Team	£185 Per person
Microsoft Office for Local Councils	SLCC	Admin Team	Unknown

**SANDY TOWN COUNCIL**

**COMMITTEE:** Human Resources

**DATE:** 3 June 2019

**AUTHOR:** Town Clerk

**SUBJECT:** Human Resources Documentation

**1. Summary**

1.1 Sandy Town Council staff Handbook includes copies of all employment related procedures and policies, including what is expected of employees, managers and the Council as an employer. The Handbook was created by Ellis Whitham and reviewed by THSP, both former HR providers to Sandy Town Council. The handbook requires a review and updating to ensure all policies remain in compliance.

**2. Information**

2.1 Sandy Town Council changed their Human Resources provider during the last financial year, which resulted in a cost saving as a different service model was taken up. The budget for Human Resources service provision remained in place to support unexpected or Human Resources costs which may arise.

2.2 The Staff Handbook and all associated Human Resources documentation and policies require a complete review to ensure compliance and allow for the Council to make changes and updates. The cost of the review, amendments and creation of new documents where necessary is £500, which falls under the Clerk’s delegated spending from the service provision budget.

2.3 Review of documentation and policies will include, but is not limited to;

Employee Responsibilities Attendance and Timekeeping Dentist, Doctors, Opticians etc Holidays Sickness Injury and Sick Pay Jury Duty	Accidents Fire Smoking Use of internet and Email Telephones, mobile phones Council Resources Dress Code Severe Weather
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Disciplinary Policy Grievance Policy Equal Opportunities Policy Harassment Policy Equal Pay Policy Dignity at Work Policy Stress Policy Relationships at work Policy Maternity Policy Paternity Leave Policy Adoption Leave Policy Parental Leave Policy Time off for Dependents Policy Flexible Working Policy	Health & Safety Alcohol & Drugs Abuse Policy Bereavement Policy Data Protection Policy Vehicle Policy & Use of Mobile Phone Policy Anti-Bribery Statement Whistleblowing Policy Complaints Policy Internet Usage Policy Sickness Absence Management Policy Disability Policy
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**3. Recommendation**

- 3.1 That the Clerk engages the Council’s Human Resources provider to carry out a review of all Human Resources documentation.
- 3.2 That any changes/recommendations are brought back to the committee for consideration and recommendation.