

Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, L Ivanciu-Wilkinson, C Osborne, P Sharman and S Sutton
c.c. J Ivanciu-Wilkinson, 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 3rd October 2022 commencing at 7.30pm.



Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
28th September 2022

The Chair will lead a minutes' silence in remembrance of the passing of HM Queen Elizabeth II

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 Extra Ordinary Human

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Resources Committee meeting held on Monday 15th August 2022 and to approve them as a correct record of proceedings.

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 that no accidents have occurred since preparing the last meeting of the Human Resources Committee agenda.

6 Training Report

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

Appendix I

7 Personal Development Plans

To receive a report on Personal Development Plans and pay scale points.

Appendix II

8 Recruitment Costs

To note the following expenditure agreed under delegated authority:

- 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

9 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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10 Staffing Matters

- i) To receive and note employee sick leave figures for the financial year to date. Confidential Appendix III
- ii) To receive and consider Staffing Report from the Clerk. Confidential Appendix IV
- iii) To receive a report from the Clerk's Management Committee following the Clerk's six month probationary review. Confidential To come

11 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.

12 Chairman's Items

13 Date of Next meeting: 5th December 2022

AGENDA ITEM 6**APPENDIX I****SANDY TOWN COUNCIL****COMMITTEE:** Human Resources**DATE:** 3rd October 2022**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:

Training	Provider	Participants	Cost	Date
N/A				

The following upcoming training has been arranged;

Training	Provider	Participants	Cost	Date
Understanding Planning	CPRE	Jennifer Ivanciu-Wilkinson	£30.00	30 th November 2022
Finance for Councillors	BATPC	Jennifer Ivanciu-Wilkinson	£30.00	17 th November

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

Training	Provider	Venue	Cost	Date
Understanding Planning	CPRE	Meppershall Village hall	£30.00	30 th November 2022
Finance for Councillors	BATPC	Online	£30.00	Various dates through to 13.07.2023
VAT for VAT Registered Councils	BATPC	Online	£30.00	06.10.2022, 13.12.2022, 23.02.2023,

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				25.04.2023, 06.07.2023
Role of the Internal Audit	BATPC	Online	£30.00	08.12.2022, 17.01.2023, 02.05.2023
Internal Controls	BATPC	Online	£30.00	Various dates from 22.9.2022 – 05.07.2023
VAT Partial Exemption	BATPC	Online	£30.00	22.11.2022, 04.05.2023, 27.06.2023

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.

Training	Provider	Participants	Cost
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.
Use of social media	TBD – possibly in house	Councillors (Some councillors have expressed wish to learn more about using Facebook and Instagram)	TBD
Press Releases and Social Media for Local Councils	Costs being sought from various providers.	Clerk/Admin Team/Councillors	Unknown
Microsoft Office for Local Councils	SLCC	Admin Team	Unknown

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Building Resilience and dealing with difficult conversations	TBD	Admin and Outdoor Team	TBD
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
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

Human Resources Committee

Date:	3rd October
Title:	Personal Development Plans
Contact Officer:	Town Clerk

Purpose of the Report

1. To provide a report regarding Personal Development Plans.

Recommendation

2. To note the report and agree actions going forward.

Background

3. Since starting in her role in March, the Clerk has been approached by members of both the Outdoor Team and Admin Team asking how they can move up the pay scale.

3.1 It has become clear that staff have not undertaken any kind of personal development plan or appraisal for at least the past 4 years with the last noted ones taking place in the past 6 years. The latest ones filed are dated to the year 2016 and these are incomplete.

3.2 Currently pay scales for the team are based on the successful completion of certain qualifications, while the Clerk's is based on an annual performance within a point scale. There is no clear path for any role however, that shows how a staff member could progress.

Information/Proposal

4.0 The HR Committee needs to take time to fully consider a Staff Development Strategy that ties in with the aims of the Council while enabling staff to upskill and potentially move out of their current pay scales.

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 2022/23.

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.