

Sandy Town Council

To: Cllrs N Aldis, J Hewitt, A Lock, R Lock, C Osborne, P Sharman (Chair) and S Sutton
c.c. S Baker, B Blackley, A Effiong, R Lacey, 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 10th July 2023 commencing at 6.00pm.



Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
5th July 2023

A G E N D A

1 Apologies for Absence

2 Election of Human Resources Committee Deputy Chairman for the Council Year 2023/24

Nominations to be put forward for the position of Deputy Chairman for the Committee.

3 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*

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4 Minutes of Previous Meeting

To consider the minutes of the Human Resources Committee held on Monday 13th March 2023 and to approve them as a correct record of proceedings.

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 regarding accidents that have occurred since preparing the last meeting of the Human Resources Committee agenda.

Appendix I

7 Training Report

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

Appendix II

8 HR Consultant Contract

To receive a report from the Clerk to consider renewal of the current HR Consultancy that expires on 31st August and consider enhanced support across the year.

Appendix III

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.

10 STAFFING MATTERS

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

Confidential
Appendix IV

ii. To receive and note staffing update.

Confidential
Appendix V

iii. To receive and consider a report regarding a request from an Outdoor Team Member.

Confidential
Appendix VI

iv. To receive and consider a report from the Clerk regarding the Outdoor Team Member.

Confidential
Appendix VII

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- v. To receive and consider a report from the Clerk regarding an Administrative Officer. Confidential Appendix VIII
- vi. To receive a request from the Clerk to initiate the Town Council's Vexatious and Unreasonable Behaviour Policy with no further delay relating to an ongoing dispute with a resident. Confidential Appendix IX
- vii. Overtime request from Community Engagement Officer Confidential X

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 Staff Changes

To receive and note the following changes to staffing:

- Locum Finance Officer contract ended on 30th April
- Civic and Planning Officer, start date 3rd April 2023.
- Deputy Clerk and Community Engagement Officer both successfully completed their six month probationary period in June 2023.

13 Chairman's Items

14 Date of Next meeting:
25th September 2023

SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 10th July 2023

AUTHOR: Town Clerk

SUBJECT: Health and Safety/Accident Report

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

Date	IP	Nature of Injury	Nature of Accident	RIDDOR Y/N	Actions
08/03/2023	Admin Team Leader	Bang to elbow and left knee causing stiffness and bruising	Coming down the stairs from Clerk's office slipped down 4 stairs at the bottom of the flight	N	Injury monitored no lasting side effects. Team instructed to take care on the stairs and ensure they have a hand free for the handrail when descending.
5/05/2023	Town Clerk	Scraped/bruised knees, jolted shoulders	Tripped up when foot got stuck on the riser of the stairs on the first step on top flight heading up to Clerks office.	N	Injury monitored no lasting side effects. Team instructed to take care on the stairs. Trip/slip hazards signs placed by stairs in appropriate places
05/05/2023	Outdoor Team Leader	Bruising to side	Jabbed in the ribs by a chair leg when loading chairs onto the van at	N	Injury monitored, report of no continuous pain the following day.

			Seddington Nursery. Injury caused by a non-staff member.		
18/5/2023	Outdoor Operative	Thorn in finger unable to remove at work	Injured finger during planting	N	Medical assistance sort. Reminder to wear appropriate PPE (gloves) when tackling hedges/exposed to thorny plants.

AGENDA ITEM 7**APPENDIX II****SANDY TOWN COUNCIL****COMMITTEE:** Human Resources**DATE:** 10th July 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:

Training	Provider	Participants	Cost	Date
Meet CBC Cultural Engagement team	CBC	Laura Dove	FOC	10/05/2023
How to Manage Anxiety in the Workplace (1 hour)	Milton Keynes City Council, Public Health	Laura Dove	FOC	11/05/2023
Qualsafe Level 3 Award in emergency First Aid at Work (RQF)	KH First Aid Training Ltd through PNC	Nicola Sewell Ian Reed Laura Dove Soloman Paris Wayne Harvey	£445.00	18/05/2023
Mental Health awareness training (Half day)	Milton Keynes City Council, Public Health	Laura Dove	FOC	17/05/2023
Healthy Workplace Standards	Milton Keynes City Council, Public Health	Laura Dove	FOC	29/06/2023
Healthy Workplace Award	Milton Keynes City Council, Public Health	Laura Dove	FOC	29/06/2023

AGENDA ITEM 7**APPENDIX II**

The following upcoming training has been arranged.

Training	Provider	Participants	Cost	Date
New Councillor Induction	BATPC	Cllr A Lock Cllr R lock	£35.00 £35.00	13 th July 2023 13 th July 2023
Engaging with Local Communities through Digital Engagement	NALC	Laura Dove	£65.00	27 th September 2023

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

Training	Provider	Venue	Cost	Date
Councils and roles under the new Civility & Respect Pledge: This will be specifically designed training for both new and existing councillors and staff to help everyone understand their roles in terms of the Civility & Respect Pledge that Sandy Town Council has signed up to. All to attend.	BATPC	Council Chamber Sandy	£350 for all councillors and officers	Autumn 2023/Spring 2024
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
Crisis Communications for Local Councils	BATPC			10.05.2023 15.08.2023

AGENDA ITEM 7**APPENDIX II**

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. However, this list will be informed by Staff Appraisals.

Training	Provider	Participants	Cost
Abrasive Wheels	High Speed Training	Grounds Team	£30.00 per candidate
Basic Welding	TBC	Chris Dainton	TBC
Working at Height	Optimised Learning	Grounds Team	£20.00 per candidate
Initial Sports Line Marking Looking for alternative training	Lantra Awards	3X Grounds Team Member on site	£875.00 for three Members
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	TBC	Grounds Team Members	TBC
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. Now also being explored under the Pitch Power project and funding
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	New Local	Community Engagement Officer	£25.00 early bird offer

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APPENDIX II

Power event of the year!			
Crisis Communications for Local Councils	SLCC	Clerk/Admin Team/Councillors	£35.00 per candidate
Microsoft Office for Local Councils	SLCC	Admin Team/Outdoor Team Leader	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
Routine Playground Inspection	TBD	Outdoor Team	TBD
FILCA – Finance for Local Council Administration	SLCC	Clerk and Admin Team Leader	£144.00 per candidate
CILCA – Certificate in Local Council Administration	SLCC	Deputy Clerk	£375.00 Training £450.00 Qualification
ILCA – Introduction to Local Council Administration	SLCC	Community Engagement Officer and Civic Officer	£120.00 per candidate.
Community Governance Level 4 Certificate of Higher Education in Community Governance	SLCC	Town Clerk	£6,500 over two years. Clerk seeking affordable ways to do this including part payment/work

AGENDA ITEM 7**APPENDIX II**

			loan, study days etc.
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

Financial Implications

2.0 The training budget for Members and Staff was set at £2,000.00, this amount barely covers the basics and does not provision for any specialist training needed by the Outdoor Team or Admin Team. A more realistic budget needs to be applied for budget setting in 2024/25 if the Council is to fulfil its duties under the Greenbook's Training and Development Requirements.

2.1 There was an underspend of £1,800 on the training budget in 2022/23 and an overspend on the budget in 2021/22 of £273.00.

Date:	10th July 2023
Title:	HR Consultancy Contract
Contact Officer:	Town Clerk

Purpose of the Report

1. To provide a report regarding the current HR Consultant contact renewal and a request to consider an enhanced support package.

Recommendation

2. To agree to contract PNC for a further year with the enhanced support package.

or

- 2.1 Get quotes from other suppliers to see if better support can be offered for better value for money elsewhere.

Background

3.0 Our current retainer with PNC comes to an end on 31st August. There will be a small increase to £1,400 plus VAT if the Committee decides to renew (an increase of £100) on the same basis as the past year.

3.1 Following a request from the Committee to look into a possible enhanced package PNC has offered the following on top of the retainer of a £75 plus VAT hourly charge per month which would cover a monthly hourly meeting which would enable a lot of extra issues to be dealt with as they crop up rather than accrue into bigger issues. Currently the retainer covers the first 15mins of a query and then after that we are charged at the hourly rate. This can become quite expensive on complex issues.

3.2 STC would not be tied into having a meeting every would not be charged for those meetings that take place.

3.3 Agreeing the extra monthly hour, which would be open to both the Clerk and Chair of HR, would enable the Council to not only keep on top of an increasingly complex HR legal environment, but also help deal with matters in a more efficient way, so that they do not escalate and become bigger problems.

3.5 Currently, neither members of the Committee nor the Clerk have the relevant HR qualification/experience to deal with complex HR matters. History has demonstrated the impact that even basic things such as prolonged staff sick leave can have on the Council's small team.

3.6 Being good stewards of the public purse means Sandy Town Council should seek quotes from other consultants. However, as well as price the Council must also consider the long standing relationship it has with PNC, which means the company has the benefit of experience with historic and ongoing staffing queries at the Council that other consultants would not.

Financial implications

4.0 The consultancy fee comes from budget line 402/4028 which has a £5,000 limit on it. This also covers costs for our website hosting, sanitary waste disposal, Fire Protection and Rialtas Accounting software. In 2022/23 the total spent across this budget line was £5,708.53. As such if Committee decides to agree to the extra fees when it comes to budget setting the Council must consider increasing this budget line to ensure enough funds are set aside for these essential services.

4.1 To agree to a monthly meeting fee would be a more cost effective route than the current agreement if complex matters within the team persist.

Policy implications

4.0 The Council has a duty of care to ensure that its staff are treated fairly and correctly and is bound by the Green Book, its Employee Handbook and Employer/Employee Policies.

4.1 The Good Employer Guides from NALC sets out further guidance on the Council as an employer.