

# Sandy Town Council

To: Cllrs N Aldis, J Hewitt, A Lock, R Lock, C Osborne, P Sharman (Chair) and S Sutton  
c.c Cllrs 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 27th November 2023 commencing at 7.30pm.



Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
22<sup>nd</sup> November 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 25<sup>th</sup> September 2023 and to approve them as a correct record of proceedings.

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## **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 note 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 Christmas Office Opening Hours**

Due to staff annual leave the offices will remain closed across the Christmas period including on 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> December. The admin staff will return to work on Tuesday 2<sup>nd</sup> January at 9.00am. An emergency number will be provided for use over this period.

Two of the outdoor team will be working the period between Christmas and New Year.

## **8 Temporary Reduction to Office Opening Hours**

To receive a request from the Clerk that until the recruitment of a new Civic Officer and a new Community Engagement Officer is complete the hours that the office is open to the public be reduced to between 11am and 2pm Monday, Wednesday and Friday, to support the remaining staff in the carrying out of their duties.

## **9 Staff Appraisal Update**

To note that the Town Clerk has undertaken Annual Appraisals with the Outdoor Team Leader, Deputy Clerk and Admin Team Leader.

The Outdoor Team Leader has undertaken Annual Appraisals with X members of the team and has the others booked in for X date

Due to staff movement there were not Annual Appraisals undertaken by the Admin Team Leader.

A date for the Clerk's Annual Appraisal is yet to be confirmed and is due before the end of March 2024.

## **10 Employment Handbook Update**

To receive a request to make the following amendment to the Employee Handbook regarding the notice required for annual leave requests:

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The following minimum notice period required to take annual leave is as follows, an exception may be made for emergencies at the Clerk's discretion:

- 3 working days' notice for 1 day's annual leave not including the first day of absence)
- 12 working days' notice for 1 week's annual leave not including the first day of absence
- 22 working days' notice for 2 weeks' annual leave not including the first day of absence
- Any leave required of more than 2 weeks' must receive prior written agreement from the HR Committee.

## 11 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.

## 12 STAFFING MATTERS

- To receive and note employee sick leave figures for the financial year to date.
- To receive and note a verbal staffing update from the Clerk and request that a temporary member of staff be recruited to support the admin team for 8 hours a week on a fixed term contract.
- Following a decision at Full Council regarding the frequency of the Clerk's Report item on the Agenda to receive a verbal update form the Clerk to clarify the Report's purpose.
- Staff Wellbeing Survey Results**  
To receive results from the first Staff Wellbeing Survey and note that a discussion will take place with partners Milton Keynes Council in January 2024 to consider next steps and improvements that STC can implement to improve its current score.
- NALC Pay Award**  
To note that the NALC Pay Award for 2022/23 has been published and that Sandy Town Council will implement the new pay award to staff, including back pay dated to

Confidential  
Appendix II

Confidential  
Appendix III

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1<sup>st</sup> April 2023 with its December pay run. To recommend to Full Council that Financial Regulations 7.3 under Payment of Salaries be amended to read (amended text in italics below):

No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council. *The only exception to this will be when the National Pay Award is agreed on an annual basis, in which case the pay award will be implemented at the earliest possible opportunity with Full Council noting this change at the next appropriate meeting.*

## **13 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.

## **14 Staff Changes**

- Resignation of Civic Officer - leaving date 15<sup>th</sup> November 2023
- Resignation of Community Engagement Officer – leaving date 3<sup>rd</sup> December 2023

## **15 Chairman's Items**

## **16 Date of Next meeting:**

18<sup>th</sup> March 2024

**AGENDA ITEM 6****APPENDIX I****SANDY TOWN COUNCIL****COMMITTEE:** Human Resources**DATE:** 27<sup>th</sup> November 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>
Engaging with Local Communities through Digital Engagement	NALC	Laura Dove	£65.00	27 <sup>th</sup> September 2023
Working at Heights	BATPC	Solomon Paris	£17.00 per trainee	October 2023
Chairmanship 1	BATPC	Cllr Hewitt	£45.00	16 <sup>th</sup> November 2023

The following upcoming training has been arranged.

<b>Training</b>	<b>Provider</b>	<b>Venue</b>	<b>Cost</b>	<b>Date</b>
Chairmanship 2	BATPC	Shefford House, 15 High Street, Shefford, Beds, SG17 5DD	£45.00	30 <sup>th</sup> November 2023

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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 (TBC)
Emotional Intelligence and Personal Resilience (EI&R) for Clerks, Council Officers, and Councillors	BATPC	Online	£17.00 per user (£170.00 total)	Within 12 months of booking
Introduction to Local Councils	BATPC	Online	£17.00 per user (£34.00 total)	Within 12 months of booking
Working at Height Essentials	BATPC	Online	£17.00 per user (£68.00 in total) Chris D, Richard G and Wayne H to complete	Within 12 months of booking
Tractor Trailed Implements	Shuttleworth College	Shuttleworth College	£700.00 (£350 per trainee)	27 <sup>th</sup> and 28 <sup>th</sup> November 2023  Assessment on 30 <sup>th</sup> November 2023

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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.

<b>Training</b>	<b>Provider</b>	<b>Participants</b>	<b>Cost</b>
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
Principles of Safe Handling and Application of Pesticides (PA1) Level 2	Shuttleworth College	2 X Grounds Team Members	£265.00
Playground Inspection	<b>TBC</b>	Grounds Team Members	<b>TBC</b>
Basic Tree Survey & Inspection	Bedford College	Grounds Team Member	£195
Grounds Maintenance and Management	Institute of Groundsmen	Outdoor Team	£900 total price for the Team for on-site based training course. This has been delayed because of Covid however it is a course the Outdoor team are looking forward to attending. Although the Council is with Pitch Power project for

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			Sunderland Road the original course is still required asap
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/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



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CILCA – Certificate in Local Council Administration	SLCC	Deputy Clerk	£375.00 Training (Training not required for Deputy Clerk) £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 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	SLCC	Clerk/Admin Team	£35.00 per delegate

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(Accountability and Lawfulness)			
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 Admin Staff was set at £2,000.00 with an additional £1,500 for the works team and £500 for Members allowances.

2.1 Spend to date has left £1,129.00 in the Admin Team's training budget, there is £596.00 still in the works team budget and £240 left in the Members Allowance. Totals consider earmarked funds for training as set out above but not yet processed.