

Sandy Town Council

To: Cllrs Aldis, Cole, Hill (Chairman), Jackson, Osborne, Pettitt, Sutton
c.c. Cllrs J Ali, G Leach, M Scott, P Sharman

You are hereby summoned to attend a meeting of the Human Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 8 June 2015 at 7.30pm for the purpose of transacting the items of business below.

Carol Baker-Smith
Carol Baker-Smith, Admin Team Leader
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Sandy, SG19 1JE
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1 June 2015

A G E N D A

Reports

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

3 Minutes of previous HR Advisory Group meeting

To consider the minutes of a meeting of the Human Resources Committee meeting held on 16 March 2015 and to confirm them as a correct record of proceedings.

Previously
circulated

4 Staffing Issues*

a) Town Clerk.

b) Appointment process for new clerk:

- (i) Advertisements – costs and deadlines
- (ii) Applicants pack
- (iii) Shortlisting
- (iv) Interviews

Sandy Town Council

Office Staff*

- i) Hours of deployment
- ii) Deadlines for Agendas and Minutes
- iii) Training
- iv) Performance Management
- v) Outcome of interview for Committee Secretary
- vi) Weekly staff meetings

**Members of the public and press are warned that under the Public Bodies (admission to Meetings) Act 1960 (as extended) they are likely to be excluded from the meeting for this item of business on this agenda should the committee resolve that the item involves the likely disclosure of confidential personal information as defined as exempt information in Part 1 of Schedule 12a of the Local Government Act 1972 (personal and confidential data).*