

# Sandy Town Council

## Minutes of a meeting of the Human Resources Committee of Sandy Town Council held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 11 June 2018

**Present:** Cllrs P Aldis, A M Hill (Chair), W Jackson, T Knagg, C Osborne, M Pettitt, J Sparrow and S Sutton

**In attendance:** Chris Robson (Town Clerk)

	<u>Action</u>
<p><b>1 Apologies for absence (HR-1-2018/19)</b> No apologies were received.</p>	
<p><b>2 Election of Vice Chairman (HR-2-2018/19)</b> It was proposed and seconded and <b>RESOLVED</b> that Cllr W Jackson be elected as Vice Chair of the Human Resources Committee for the 2018/19 civic year.</p>	
<p><b>3 Declarations of interest (HR-3-2018/19)</b> i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i></p>	
<p><b>4 Minutes of the Previous Meeting (HR-4-2018/19)</b> <b>RESOLVED</b> to receive the minutes of a meeting of the HR Committee held on Monday 19 March 2018 and to confirm them as a correct record of proceedings.</p>	Admin
<p><b>5 Public Participation Session (HR-5-2018/19)</b> No members of the public were present, and no questions had been received.</p>	
<p><b>6 Health and Safety/Accident Report (HR-6-2018/19)</b> Members noted that there had been no accidents or safety concerns since the last meeting of the committee on 19 March 2018. Members asked that congratulations be recorded to the Council's employees on ensuring health and safety practices are followed and that there is a safe work environment.</p>	
<p><b>7 Quality Parish Award (HR-7-2018/19)</b> Members considered the outstanding action points required to achieve the next level of the Quality Parish Award Scheme.</p> <p>Members discussed the completion of the community plan and asked how consultation would be completed. The Clerk informed Members that the plan would be available for view via the Council's website and hard copies in the Council offices and the library. Consultation questionnaires would be made available for download and could be</p>	

# Sandy Town Council

completed online. Links to the online survey and the plan would be advertised through Facebook. A Member asked that press releases and Biggles FM are also used to get the message out.

It was Proposed, Seconded and **RESOLVED** that the Council aims to have met all criteria for the award by the meeting of Council on 17<sup>th</sup> September 2018.

Town Clerk

## 8 **Information for Potential Councillors (HR-8-2018/19)**

Members received and considered information prepared on the amount of time prospective Councillors may need to commit in carrying out their role. The information is to be included in an election pack for prospective Councillors.

A Member commented whether this should fall under the remit of the Human Resources Committee or whether it should go to Policy, Finance and Resources.

It was agreed that the calendar of meetings should be included in the information pack.

Admin

It was noted that the Council should start thinking about dates and times for introduction/information sessions for potential candidates. It was agreed that the first sessions should happen in autumn 2018.

Admin

A Member suggested that Cllrs could write a short statement about their view on a Councillors role which could be included in the pack.

## 9 **Procedure for Election of Mayor and Deputy Mayor (HR-9-2018/19)**

Members received and noted clarification on the procedure for electing the Mayor and Deputy Mayor and considered how the transition between Mayors operates. It was agreed that reference to the Council's Media Policy needed to be included to provide guidance on speaking with the press. Legislation and procedure on the electing of a Mayor is already set out in other Council documents.

**RESOLVED** to note the report.

## 10 **Chairman's Items (HR-10-2018/19)**

None to report.

## 11 **Date of Next meeting(HR-11-2018/19)**

The date of the next meeting was noted: Monday 24 September 2018

# Sandy Town Council

## 12 COMMITTEE IN PRIVATE SESSION (HR-12-2018/19)

Exclusion of the Public and Press

It was proposed and agreed that 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, proposed and agreed that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

## 13 Staffing Matters (HR-13-2018/19)

- i) Members received and noted a report on staff sickness levels for consideration.
- ii) Members received and considered a staffing matters report from the Town Clerk.

It was **RESOLVED** to purchase an additional chair and to support the reception administrator in working from the back office two days a week. The installation of a reception hatch will not be pursued and the matter will be reviewed in September.

Town Clerk

It was **RESOLVED** to approve the recommendation and that a formal policy covering employees temporarily acting up into a higher role be drafted.

Town Clerk