

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 12 December 2016

Present: Cllrs P Aldis, T Cole, A M Hill (Chair), A Jackson, C Osborne, M Pettitt

In attendance: Chris Robson (Town Clerk)

Absent: Cllr Sutton

1 Apologies for absence (29-2016/17)

Apologies had been received from Cllr. S Sutton

2 Declarations of interest (30-2016/17)

i) *Disclosable Pecuniary Interests - none*

ii) *Non-disclosable Interests - none*

3 Minutes of the Previous Meeting (31-2016/17)

RESOLVED to receive the minutes of a meeting of the HR Committee meeting held on Monday 19 September 2016 and to confirm them as a correct record of proceedings.

4 Public Participation Session (32-2016/17)

No members of the public were present and no questions had been received.

5 Health and Safety/Accident Report (33-2016/17)

Members received and noted an accident report from the Town Clerk. A Member asked what personal protection precautions were in place when the outdoor team were carrying out duties such as strimming. The Clerk explained that the Council provides Personal Protection Equipment for all members of outdoor staff, including safety glasses, gloves and ear defenders which must be worn while strimming. The Council also provides members of the team with safety boots and trousers, along with their other Town Council work clothes. This is checked regularly and replaced when needed.

6 Training (34-2016/17)

Councillors received a report from the Clerk detailing both staff and Councillor training completed since the last committee meeting. The Clerk reminded Members that four members of the Council's administration staff had also attended the Bench marking training, although the Clerk had not detailed this in the report.

7 Staffing Hours (35-2016/17)

Members received and noted a schedule of administration staffing hours. Members asked that the schedule be made available to all Councillors for reference.

Action

Admin

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8 **Chairman's Items (36-2016/17)**

There were no Chairman's Items

9 **Date of next meeting: 6 March 2017 (37-2016/17)**

10 **COMMITTEE IN PRIVATE SESSION (38-2016/17)**

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.

11 **Appraisal Process (39-2016/17)**

The Clerk informed Members that the appraisal process had begun with the Clerk's appraisal, which was carried out by the Mayor, Deputy Mayor and Chair of Human Resources, as detailed in the Council's Scheme of Delegations. This then filtered down to other staff, with the Chair of Human Resources and Clerk carrying out appraisals for the Admin and Grounds Teams leaders.

Members received a report and recommendation from the Chairman of the Human Resources Committee on the Clerk's Appraisal. The Clerk left the room at this point.

Members discussed the report and **RESOLVED** to approve the Recommendation within.

Admin

The Clerk returned to the meeting.

The Clerk thanked all members for their support over the last 15 months since he took up his position.

12 **Ongoing Staffing Matters (40-2016/17)**

Members received an update from the Town Clerk regarding long term employee sickness. Members discussed the long term sickness and expressed their regret at the situation, which was a sad and sensitive matter. The Clerk is maintaining regular contact with employees on long term sick leave and it is hoped that there will be a satisfactory resolution for all parties in the New Year.

Town Clerk

It was **RESOLVED** that Occupational Health be engaged by the Clerk to carry out an assessment for an employee on long term sick leave. The resulting assessment be brought back to committee.

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Members discussed additional staffing hours and administration roles within the office. It was **RESOLVED** to **RECOMMEND** that an additional 12 staff hours are budgeted for in the 2017/18 financial year with the view to increase staff administration hours by an additional 12 hours.