

# Sandy Town Council

**There will be 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 15 September 2014 at 6 pm for the purpose of transacting the items of business below.**

Delia Shephard, Town Clerk  
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01767 681491

Members of the public are welcome to attend but are warned that since this is a personnel committee which deals primarily with staffing matters they are likely to be excluded from any item of business which the committee resolves may include discussion of personal and confidential data pertaining to individual staff members. This may be the majority of items to be considered.

## **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*

### **3 Minutes of previous HR Advisory Group meeting**

To consider the minutes of a meeting of the HR Advisory Group meeting held on 28 July 2014 and to confirm them as a correct record of proceedings.

### **4 Issues affecting officer efficiency/Council's responsibilities as an employer\***

- i) To note progress with legal advice on support of officers as considered at the meeting held on 28 July 2014
- ii) To receive a report from the Clerk on use of the council's unreasonable behaviour and vexatious complaints procedure

### **5 HR Sub-Committee\***

- i) To receive a report on completion of the Town Clerk's appraisal
- ii) To note a further complaint made against the conduct of the Town Clerk made by a previous complainant which has been referred to the HR Sub-committee for attention

### **6 Health and Safety/Accident Report**

To receive a report from the clerk on health and safety at work

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## **7 Training**

To receive a report from the clerk on staff training

## **6 Staff Premises and Restructure\***

To receive a report on the restructure of Sandy Town Council staff team and potential alterations to the premises at 10 Cambridge Road in so far as they may affect staff and to determine next steps in the restructure

*\*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 any 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).*