

# 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 17 November 2014 at 6 pm for the purpose of transacting the items of business below.

Delia Shephard, Town Clerk  
10 Cambridge Road, Sandy, Bedfordshire SG19 1JE  
10 November 2014

## 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 9 October 2014 and to confirm them as a correct record of proceedings.

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

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

### 5 **Staff Training**

To receive a report from the Town Clerk

### 6 **Matters 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 6 November 2014*

### 7 **Staff Performance\***

To receive a report from the Town Clerk

### 8 **Staff Premises and Restructure\***

To receive a report on progress with the restructure of Sandy Town Council staff team and potential alterations to the premises at 10 Cambridge Road

### 8 **HR Sub-Committee\***

To receive a report from the HR Sub-committee

*\*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).*

# Sandy Town Council

Human Resources Committee of Sandy Town Council  
Monday 17 November 2014 at 6 pm

## REPORTS

### 4 Health and Safety/Accident Report

Date	IP	Nature of injury	Nature of Accident	RIDDOR Y/N	Actions
30.9.14	Groundsman	Lasting back pain	Pain to back caused by kneeling to adjust blades on ride-on mower	N	Reminder to all staff about action to avoid muscular skeletal problems  Monitor occupational health of IP

**Members are asked to note the report.**

### 5 Staff Training

During the current financial year to date informal training has taken place on a day to day basis. External formal staff training has been purchased as follows:

Type	Cost	Staff trained	Formal qualification obtained?
Playground equipment operational training	£1,190	x 4	√ x 2 X x 2
IOSH Managing Safely	£495	X 1	√
First aid refresher training	£200	X 1	√
General Power of Competence CILCA portfolio submission fee	£30	X 1	√

An additional sum of £240 has been taken from the training budget for management coaching sessions.

Additional individual training needs have been identified but will not be undertaken until the staff restructure has been completed. At the time of writing £1,585 remains in the training budget for 2014/15 and it is anticipated that this will be used by 1 April 2015.

**Members are asked to note the report**