

Sandy Town Council

To: Cllrs N Aldis, T Cole, A M Hill (Chairman), W Jackson, C Osborne,
M Pettitt, S Sutton
c.c. P Blaine, T Knagg, G Leach, M Scott, D Sharman, P Sharman,
J Sparrow, N Thompson

You are hereby summoned to attend a meeting of the Human Resources Committee of Sandy Town Council to be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 18th September 2017 commencing at 7.30pm.

Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
12 September 2017

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*
- iii) Dispensations*

3 Minutes of Previous Meeting

To consider the minutes of the Human Resources Committee held on Monday 3rd July 2017 and to approve them as a correct record of proceedings.

Previously
circulated

4 Public Participation Session

Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.

Sandy Town Council

5 Health and Safety/Accident Report

To note that there have been no work place accidents to report since the last meeting of the Human Resources Committee.

6 Training

i) To receive a report on staff and Councillor training undertaken since the last committee meeting. Appendix I

ii) To receive a copy of the Bedfordshire Association of Town and Parish Council's Autumn Training Schedule and consider whether any training is to be recommended in line with the Council's Training Statement of Intent. Appendix II

7 Staff Rota

To receive an updated copy of the administration staff rota for Members information. Appendix III

8 Chairman's Items

9 Date of Next meeting: 11 December 2017

10 COMMITTEE IN PRIVATE SESSION

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

11 Staffing Matters

i) To receive a report from the Town Clerk on staff sick leave.

ii) To receive a report from the Town Clerk on staffing roles.

SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 18 September 2017

AUTHOR: Town Clerk

SUBJECT: Training

The following training has been completed by Staff since the last meeting;

Training	Participants	Comment	Cost
Introduction to Local Council Administration Modules 1 - 5	Anne Elliott-Flockhart Val McFarlane	Training completed via online training modules and assessments.	£95 per person

The following training has been booked and is due to be completed;

Date	Training	Participants	Cost
9/10/17	Pesticides Level 2 Legally required qualification to use pesticides	David Reed	£456
11/10/17	Pesticides Level 2 Applying pesticides and record keeping		

CiLCA
The Clerk to update members on modules passed and the need to work on source referencing for one module of the portfolio.
Clerks appraisal to address delay and set deadline date for completion.

Bedfordshire Association of Town & Parish Councils Training Programme Autumn 2017

Local Council Clerk – Core Skills

£275 per delegate

Covers the basics of local council administration and prepares clerks and other officers for CiLCA

Tuesday: 10th & 17th October, 7th & 14th November, 5th & 12th December 2017
10.15 am – 13.00 pm Baystrait House, Biggleswade

Financial Management for Councillors

£30 per delegate

Essential guidance for councillors on council's responsibilities for financial management

Thursday 2nd November 7.30 pm – 9.30 pm Baystrait House, Biggleswade

New Councillor Induction Training

£25 per delegate

Covers the basics for newly elected/co-opted councillors and others who have not previously attended councillor training

Tuesday 10th October 7.30 pm - 9.30 pm Greenacre Centre, Stotfold

Chairmanship 1

£30 per delegate

Covers the role of the Chairman, preparing for meetings, the agenda and knowing the rules

Tuesday 26th September 7.30 pm – 9.30 pm Baystrait House, Biggleswade

Chairmanship 2

£30 per delegate

Covers chairing styles, managing the meeting, handling conflict, stimulating discussion, ethics and diversity

Tuesday 7th November 7.30 pm – 9.30 pm Baystrait House, Biggleswade

Continued overleaf

Chairmanship 3

£30 per delegate

Covers managing the input of the public and visiting speakers, handling the media, and the PR role of the Chairman

Tuesday 5th December 7.30 pm – 9.30 pm Baystrait House, Biggleswade

January 2018

Staff Appraisal

£30 per delegate

For councillors and clerks with responsibility for staff appraisal

Wednesday 17th January 2018, 7.30 pm – 9.30 pm Baystrait House, Biggleswade

Courses held in Baystrait House are limited to 8 delegates.

All prices quoted are the BATPC member council rate.

Please phone Tracy Moorhouse on 01767 312669 or email admin@batpc.co.uk for booking forms and to check availability

Places on any of the above courses can only be confirmed on receipt of a completed booking form and payment of the appropriate course fee.

AGENDA ITEM 7

SANDY TOWN COUNCIL





COMMITTEE: Human Resources

DATE: 18 September 2017

AUTHOR: Town Clerk

SUBJECT: Administrative Staff Working Hours

	Monday			Tuesday			Wednesday			Thursday			Friday		
9am-9.30am	Town Clerk	Administrative Team Leader													
9.30am – 10am															
10am-10.30am															
10.30am – 11am															
11am – 11.30am															
11.30am- 12 noon															
12 noon – 12.30pm															
12.30pm – 1pm															
1pm – 1.30pm															
1.30pm – 2pm															
2.pm – 2.30pm															
2.30pm – 3pm															
3pm- 3.30pm															
3.30pm – 4pm															
4pm – 4.30pm															
4.30pm – 5pm															

Key		
Town Clerk	C Robson	
Administrative Team Leader	C Baker-Smith	
Administrator	A Elliott-Flockhart	
Administrator	V McFarlane	
Administrator	M Lisi	