

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 24 September 2018

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

In attendance: Chris Robson (Town Clerk)

| | <u>Action</u> |
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| <p>1 Apologies for absence (HR-14-2018/19) Apologies were received from Cllr C Osborne.</p> | |
| <p>2 Declarations of interest (HR-15-2018/19) i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i></p> | |
| <p>3 Minutes of the Previous Meeting (HR-16-2018/19) RESOLVED to receive the minutes of a meeting of the HR Committee held on Monday 11 June 2018 and to confirm them as a correct record of proceedings.</p> | Admin |
| <p>4 Public Participation Session (HR-17-2018/19) No members of the public were present, and no questions had been received.</p> | |
| <p>5 Health and Safety/Accident Report (HR-18-2018/19) Members noted that there had been one accident since the last meeting of the committee on 11 June 2018. The Clerk informed Members that PNC, the Council Health and Safety Advisor had carried out an assessment of the Council sites and working practices, and would produce an advisory report of any actions which may need to be taken.</p> | |
| <p>6 Training (HR-19-2018/19) Members received and considered a report on Councillor and staff training. The Clerk informed Members that an alternative provider for health and safety and risk assessments had been identified. The training could take place at Sandy Town Council and would result in cost savings. It was noted that there had been quite a bit of training over the last few months and that more was due to be completed before the next meeting of the committee.</p> <p>Members of the committee discussed sending a representative to the NALC conference in the spring. Members questioned how the Council would benefit from the cost involved in sending Members. It was agreed that there was no need to assign a Member to attend.</p> | |

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7 **Prospective Councillor Open Sessions (HR-20-2018/19)**

Members discussed and agreed dates and a format for information sessions to be held for individuals interested in standing for election to Town Council in the May 2019 elections. The proposed idea involved the Clerk and Members being available to speak with, and provide information to prospective candidates. Members agreed that it was a good idea, but felt that Monday 8th October was too soon and that as the evening was free from meetings, it should be kept that way. Members also felt that always having the sessions before a Council meeting could make it a long evening. It was suggested a day time session could be held during the week. This would give the benefit of allowing candidates to see the Council office operating. Members felt a Saturday session was especially important and that this could be linked in with a Councillor surgery.

The Clerk explained that the idea behind having sessions on a Monday was that Councillors may be more readily available to attend and interested candidates could stay to view a Council meeting.

A Member stated that it would be good to have a Council meeting with prospective candidates present and that the Chair could take some extra time to interact and explain processes to those present.

The Clerk was asked to look into recording a Council meeting so this could be played on the projector at the information sessions.

RESOLVED that open sessions be held on;

Monday 10th December 2018, Monday 4th March 2019 at 6:30pm
Wednesday 23rd January 2019 at 2pm
Saturday 9th February 2019

Town
Clerk

The Clerk will ask all Councillors to provide a brief piece on why they became a Councillor and what they get from it.

Town
Clerk

8 **Appraisal Process (HR-21-2018/19)**

Members received a procedural document on the Council's staff appraisal process. An appraisal process had started following the Clerk's appointment and has been developed over the last couple of years. The Council has no adopted policy on appraisals and the proposed document would formalise a process.

RESOLVED to **RECOMMEND** that the Appraisal Policy be adopted by Council.

Admin

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9 Local Council Award Scheme (HR-22-2018/19)

Members reviewed the checklist for criteria the Council must meet to achieve the next level of the Local Council Award Scheme. It was noted that all but one of the criteria could now be evidenced. It was agreed that the Clerk would continue to finalise a proposed action plan resulting from the recently approved Community Plan. Full Council would be updated on progress and when complete, a resolution could be made to submit the award application.

10 Chairman's Items (HR-23-2018/19)

None to report.

11 Date of Next meeting (HR-24-2018/19)

The date of the next meeting was noted: Monday 17 December 2018

12 COMMITTEE IN PRIVATE SESSION (HR-25-2018/19)

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-26-2018/19)

- i) Members received and considered a staffing matters report from the Town Clerk. The recommendations within the report were approved.
- ii) Members considered filling the newly vacant position on the outdoor grounds team. Members commented that finding the right candidate to fill the groundsman position was difficult. Members considered expanding the job description to include rotation cover for weekends. It was agreed that the new employee should be recruited on the same basis as the existing grounds team and noted that occasional weekend and evening work was included in the contract for the role. The issue of having an employee on call to cover emergencies at weekends could be looked at as part of the upcoming appraisal process. The 2019/20 budget may need to be increased to cover overtime costs for any weekend or evening work.

Town Clerk

Town Clerk

Sandy Town Council

It was **RESOLVED** that the job description be amended to include working outside standard hours to cover emergencies and include possible attendance at Council events.

Members felt that it was prudent to begin the recruitment process as soon as possible.

RESOLVED that the Clerk begin the process to fill the vacant position as soon as possible.