

Sandy Town Council

Minutes of a meeting of the Human Resources Committee of Sandy Town Council held on Monday 28 July 2014 commencing at 5.30 pm

Present: Cllrs Aldis, Groom, Jackson, Osborne, Pettitt, Runchman and Sutton (Chairman)

Absent: None

In attendance: None

- 1 **Apologies for absence (24 - 2014/15)** Apologies for absence had been received from Cllrs Osborne for his late arrival and from the Town Clerk. It was agreed to proceed with the meeting and Cllrs Runchman and Pettitt recorded the decisions made. **Actions**
- 2 **Declarations of interest (25 - 2014/15)**
 - i) Disclosable Pecuniary Interests - none
 - ii) Non-disclosable Pecuniary Interests - none
- 3 **Minutes of previous HR Committee meeting (26 - 2014/15)**
RESOLVED to approve the minutes of the meeting of the HR Committee meeting held on 16 June 2014 as a correct record of proceedings.
- 4 **Council's responsibilities as an employer (27 - 2014/15)**
Cllr Jackson gave an oral report on his meeting with the council's solicitors.
RESOLVED to continue to pursue this matter. Cllrs Groom and Runchman agreed to assist the Mayor with preparation of documents. **Cllrs Groom, Jackson and Runchman**
- 5 **HR Sub-Committee (28 - 2014/15)**
This subcommittee had been previously agreed and would consist of Cllrs Jackson, Sutton and Runchman.
- 6 **Pension Arrangements (29 - 2014/15)**
RESOLVED to defer this item to the next meeting in the absence of the Town Clerk. **Town Clerk**
- 7 **IT Equipment (30 - 2014/15)**
Following discussion of the Town Clerk's report it was **RESOLVED** to approve in principle the purchase of a new PC and a replacement laptop. In the absence of the Town Clerk the quotation for the laptop was not available so the matter would be finalised at the next appropriate meeting when the quotation was available. **Town Clerk**

Sandy Town Council

8 **Interim Staff Report Update (31 - 2014/15)**

RESOLVED that under the Public Bodies (admission to Meetings) Act 1960 (as extended) members of the public and press would be excluded for the next item of business which involved 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).

A confidential report from the Clerk was discussed. (Cllr Runchman left the meeting.)

RESOLVED to note the report.

9 **Staff and Premises Restructure (32 - 2014/15)**

RESOLVED that under the Public Bodies (admission to Meetings) Act 1960 (as extended) members of the public and press would be excluded for the next item of business which involved 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).

A confidential report from the clerk was discussed and it was unanimously agreed by those present that the new staff structure proposed should be adopted. A revised plan of alterations to the premises was then discussed in the light of this decision. The need to liaise with the depot and cemetery working group was noted.

RESOLVED to recommend to council that the proposed new structure be agreed and arrangements put in place to progress this.

Town Clerk

RESOLVED to recommend to council that a revised plan would be adopted by Town Council and if approved the costing and tendering processes would begin.

Town Clerk

Members noted that the plans for the premises would need to remain confidential until after some aspects of the staff restructure had been undertaken.

RESOLVED to ask the Town Clerk to supply relevant previous papers to Cllr Groom.