

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 11th December 2017 commencing at 7.30pm.

Chris Robson

Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
5 December 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

- i) To consider the minutes of the Human Resources Committee held on Monday 18th September 2017 and to approve them as a correct record of proceedings.
- ii) To consider the minutes of the Extraordinary Human Resources Committee held on Monday 23rd October 2017 and to approve them as a correct record of proceedings.

Previously
circulated

Sandy Town Council

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.

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 discuss the Clerks CiLCA Qualification.

7 Summary of Additional Staffing Hours Incurred

To receive a summary of staff hours incurred working outside the standard working week.

Appendix II

8 Chairman's Items

9 Date of Next meeting: 19 March 2018

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 the recruitment of a new administrator.

Confidential

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

Confidential

SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 11 December 2017

AUTHOR: Town Clerk

SUBJECT: Training

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

Training	Participants	Comment	Cost
General Data Protection Regulation (GDPR)	Town Clerk	Briefing report to go to Full Council meeting on 18/12/17	£10

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

Training	Participants	Comment	Cost
CBC Town and Parish Councillors Conference	Cllr M Hill	Briefing report to go to Full Council meeting on 18/12/17	£0

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

Date	Training	Participants	Cost
13/12/17	National Association of Local Councils – Larger Council Conference (1 day)	Town Clerk Mayor	£370
July 2018	Tractor and Trailing Implements Course	D Reed	£350

SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 11 December 2017

AUTHOR: Town Clerk

SUBJECT: Out of Hours Work

- 1.1 The Clerk was asked to summarise additional staff hours which had been incurred for out of hours work supporting events or Council activity during the year.
- 1.2 The report includes just annual events/activities and an assessment of needed hours would need to be made for any proposed ad-hoc/one off future events, such as the 2018 Beacon lighting.

Rededication of War Memorial

Town Clerk	Attended and helped at reception. Not necessarily needed at event but wished to attend in role as Clerk.
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Remembrance Parade

Town Clerk	Transport/set up of disability ramp Transport/set up of PA system Operating PA System Packing up of system and ramp	2.5 hours
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Christmas Light Switch on

R Gilbert	Set up and coning off of car park on Saturday before event	1.0 hrs
Town Clerk	Transporting barriers/gazebos etc	11.5 hrs
R Gilbert	Set up of road closure (8am), event site and stalls	11.5 hrs
R Loake	Health and Safety assessments	11.5 hrs
C Eaton	Setting up and running of grotto	11.5 hrs
D Reed	Liaising with stall holders, fair, volunteers and Santa	11.5 hrs
C Baker-Smith	Litter picking	9.0 hrs
V McFarlane	Making, serving and running mulled wine stall	6.5 hrs
A Elliott-Flockhart	Organising light switch on Ad hoc jobs as needed Taking down of barriers, gazebos, loading trucks, unloading trucks	6.5 hrs

Civic Events (Civic Reception & Carol Service)	Mayors Secretary	Approx. 6 hrs
Mayors Events (to date)	Mayors Secretary	Approx. 4 hrs
Alarm call outs/out of hour issues	Town Clerk/R Gilbert	Unknown