

Sandy Town Council

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

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 12th December 2016 commencing at 7.30pm.

Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
6 December 2016

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 19 September 2016 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 a report from the Town Clerk.

Appendix I

6 Training

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

Appendix II

7 Staffing Hours

To receive and note the administrative staff's current working hours.

Appendix III

8 Chairman's Items

9 Date of Next meeting: 6 March 2016

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 Appraisal Process

To receive a report from the Town Clerk and Chair of Human Resources.

Confidential

12 Ongoing Staffing Matters

To receive a staffing report from the Town Clerk.

Confidential

AGENDA ITEM 5

SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 12 December 2016

AUTHOR: Town Clerk

SUBJECT: Health and Safety/Accident Report

The following accidents have been recorded since the last meeting of the committee;

Date	IP	Nature of Injury	Nature of Accident	RIDDOR Y/N	Actions
3/11/16	Groundsman	Leg Swelling/Bruising	Injured foot on shrub stump during removal of stump. Injury occurred above protective steel toe cap.	N	Injury monitored and attendance at A&E. Advised foot was bruised.

SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 12 December 2016

AUTHOR: Town Clerk

SUBJECT: Training

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

Date	Training	Participants	Cost
15/11/16	Town Centre Data Collection – Benchmarking	Cllrs; N Aldis P Blaine T Cole M Hill C Osborne, M Pettitt M Scott D Sharman	£ 300 (Reclaimed from CBC's High Street Improvement Scheme Project)

The following seminars/conferences have been attended;

Date	Seminar/Conference	Delegates
15/11/16	CBC – High Street Improvement Scheme. A review of shops which have applied to the scheme so far.	Cllr P Blaine (Previously appointed by Members to Local Review Panel) Town Clerk
22/11/16	CBC Town and Parish Conference – Creating Stronger Communities	Cllr M Pettitt Cllr M Scott Cllr Aldis (Also representative of Blunham Parish Council)

The following training is due to be completed or seminars/conferences attended;

Upcoming Additional Training			
Date	Training	Participant	Cost
16/12/17	Rural Crime Conference	Cllr M Scott	NA
10/01/17	Bedfordshire SLCC Branch Training for Clerks - Accounts & Finance for Town and Parish Councils	Town Clerk	£50

AGENDA ITEM 7

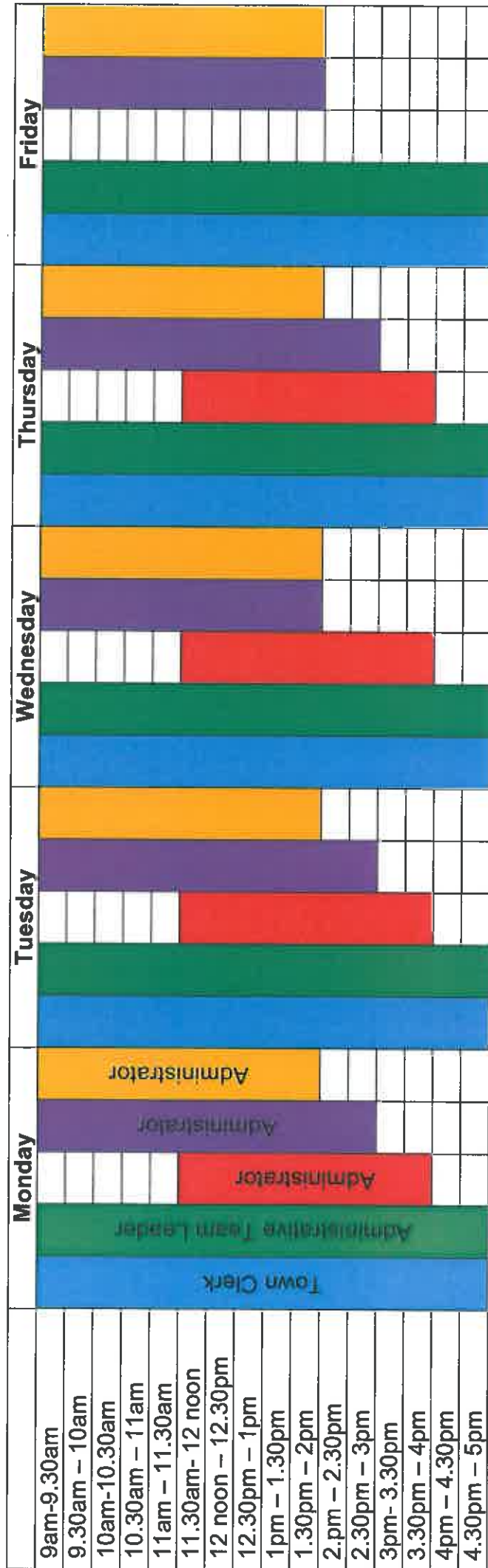
SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 12 December 2016

AUTHOR: Town Clerk

SUBJECT: Administrative Staff Working Hours



Key	
Town Clerk	Mr C Robson
Administrative Team Leader	Mrs C Baker-Smith
Administrator	Mrs A Elliott-Flockhart
Administrator	Mrs V McFarlane
Administrator	Mr B Groom