

Sandy Town Council

To: Cllrs N Aldis, A M Hill (Chairman), W Jackson, C Osborne, M Pettitt, J Sparrow and S Sutton
c.c. P Blaine, T Cole, A Gibson, T Knagg, G Leach, M Scott, P Sharman and 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 17th December 2018 commencing at 8pm.



Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
11th December 2018

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 extraordinary meeting of the Human Resources Committee held on Monday 19th November 2018 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 receive and note a report on accidents which have occurred since the last meeting of the Human Resources Committee.

Appendix I

6 Training

To receive a report on training completed since the last meeting of the Human Resources Committee.

Appendix II

7 Chairman's Items

8 Date of Next meeting: 18th March 2019

9 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.

10 Staffing Matters

- i) To hear from the Clerk on the recruitment of staff to fill current vacancies.

- ii) To receive updates from the Town Clerk on staffing matters, including staff sick leave, appraisal process and Christmas administration and grounds team cover.

AGENDA ITEM 5

SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 17 December 2018

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
27/11/18	Administrator	Hand injury – swelling and bruising	Opened cupboard door and hit by poorly stored mug	N	Injury monitored, ice applied. Area cleaned of broken shards
5/12/10	Administration Team Leader	Cut to hand	Cut from broken glass trophy in Council Chamber	N	Hand cleaned and applied plaster. Area cleaned and inspected to make sure no further risks evident.

SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 17 December 2018

AUTHOR: Town Clerk

SUBJECT: Training and Conferences

1. Training

The following training has been completed by Staff and Councillors since the last meeting of the Human Resources Committee:

Training	Provider	Participants	Comment	Cost
Writing Effective Responses to Planning Consultations	Local Council Public Advisory Service	Anne Elliott-Flockhart	24/09/18	£40
Social Media Workshop (Application and use)	Verto	Anne Elliott-Flockhart Valerie McFarlane	15/11/18	Free
Health and Safety Briefing	PNC	All Staff	01/11/18	£200
General Data Protection Regulations	PNC	All Staff	20/11/18	£200

The following training has been booked and will be completed prior to the next meeting of the Human Resources Committee;

Training	Provider	Participants	Comment	Cost
Basic Tree Survey and Inspection	Working Woodlands Centre	R Loake	Legal and safety implications Health and Safety while carrying out basic tree survey and inspection Recognise hazardous trees Determine the level of risk Decide on appropriate course of action Collect and maintain adequate information	£195
Risk Assessments	PNC	Clerk, Grounds & Admin Team Leaders	Legal Background What employers, employees and volunteers need to know Health and Safety risk assessments Safety in respect of event organising Dealing with accidents in the workplace and other areas including investigations The legislation in practice Contracted work and its safety - Cemeteries; open spaces; street lighting	£200

AGENDA ITEM 6**APPENDIX II**

The following training has been identified for completion during the current financial year as and when it becomes available at a suitable location. Interest has been flagged with each of the training providers listed below.

Training	Provider	Participants	Cost
Cemetery Legal Compliance	SLCC	Admin and Outdoor Team Leaders	£145 per person
Grounds Maintenance and Management	Institute of Groundsmen	Outdoor Team	£185 Per person
Microsoft Office for Local Councils	SLCC	Admin Team	Unknown