

# 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 18th March 2019 commencing at 7.30pm.



Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
12<sup>th</sup> March 2019

## 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 17<sup>th</sup> December 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.

Date	Employee	Accident	Measures
7/1/19	Admin Team Leader	Cut finger when flattening a cardboard box.	Plaster applied and monitored injury. No further action

## 6 Training Report

To receive a report and employee and Councillor training undertaken.

Appendix I

## 7 Chairman's Items

## 8 Date of Next meeting: 3<sup>rd</sup> June 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

Confidential

### i) Receptionist/Administrator Position

To receive and note an update on the successful filling of the administrator position vacancy.

### ii) Payroll

To receive a report on changes to payroll and implications for salary payments.

### iii) Sick Leave Report

To receive and note employee sick leave figures for the financial year to date.

### iv) Annual Leave Increase for Long Service

To receive a report on two Members of staff who will reach five years services in the next financial year.

### v) Officer Protocol

To receive a summary report from the Town Clerk.

## 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
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
Chainsaw Use/Maintenance and crosscutting	Shuttleworth College	G Elliott-Turner	Operations course covering chainsaw maintenance, cross-cutting and stacking techniques. Two-day Course. NPTC qualification.	£410
New Councillor Induction	BATPC	Cllr Gibson	Basics for new councillors and others who have not previously attended councillor training. Aimed at Councillors who have been co-opted in recent months.	£25

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

Training	Provider	Participants	Comment	Cost
Introduction explains how VAT to VAT for Local Councils	BATPC	Cllr Gibson	Explains how VAT affects local councils, with practical exercises to help develop delegates' understanding.	£40

**AGENDA ITEM 6**

**APPENDIX I**

Safe Handling and Application of Pesticides (PA1)	Shuttleworth College	G Elliott-Turner	One day course with 1-hour assessment. Legally required qualification for the control of pesticide regulations. Focus on safety and legal aspects of handling pesticides.	£228
Pesticide Application (PA6)	Shuttleworth College	G Elliott-Turner	One day course NPTC Level 2 Award	£228
Agriculture Tractor Driving and related operations	Shuttleworth College	G Elliott-Turner	Two Day Course (July 2019) NPTC Level 2 Award	£350
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
Health and Safety in the Work Place	TutorCare	All staff members (11)	First aid certification is due to run out and all staff will need to complete this course	£495
Manual Handling	TutorCare	All staff members (11)	Re-fresher course for all staff including new staff Members who have not previously attended the course.	£395

The following training has been identified for completion as soon as it becomes available at a suitable location. Interest has been flagged with each of the training providers listed below.

<b>Training</b>	<b>Provider</b>	<b>Participants</b>	<b>Cost</b>
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