

# 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 6<sup>th</sup> March 2017 commencing at 7.30pm.

Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
28<sup>th</sup> February 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

To consider the minutes of the Extraordinary meeting of Human Resources Committee held on Monday 6 February 2017 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

i) To note there have been no accidents since the last meeting of the Human Resources Committee on 6 February 2017.

ii) To receive a report following the Council's annual external Health and Safety audit. Appendix I

## 6 Training

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

## 7 Social Media

To receive and consider a report from the Town Clerk on the potential use of social media by the Council. Appendix III

## 8 Recruitment

i) To receive a proposed Recruitment Policy Document Appendix IV

ii) To receive a report from the Town Clerk and review recruitment documents. Appendix V

## 9 Chairman's Items

## 10 Date of Next meeting: 3 July 2017

## 11 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.

## 12 Ongoing Staffing Matters

To receive a staffing report from the Town Clerk. Confidential

**AGENDA ITEM 5****SANDY TOWN COUNCIL****COMMITTEE: Human Resources****DATE: 6 March 2017****AUTHOR: Town Clerk****SUBJECT: Health and Safety Audit****1. Summary**

- 1.1 The Town Councils Annual health and Safety audit was carried out on 21 February 2017 by The Health and Safety People (THSP)
- 1.2 The auditor reviewed Sandy Town Council health and safety practices, policies and Council owned premises. As a result of the audit amendments/updates were made to the Council's Health and Safety Manual.

**2. Information**

- 2.2 The audit did not raise areas of concern but amendments or updates have been made to the health and safety manual to reflect changing regulations or current best practice. The table below details changes made to the Council's health and safety documents following external audits.

<b>Version No:</b>	<b>Date:</b>	<b>Breif Description of Amendment:</b>	<b>Action Required:</b>
One	08.09.14	First inspection and issue of Health and Safety Policy	NA
Two	07.01.16	Changes to management structure and responsibilities	NA
		New stress awareness questionnaire	NA
		Construction design and Management updated due to changes in regulations	NA
		Updated hand arm vibration	NA
		New manual handling form	NA
Three	27.02.17	Updated safe handling and use of substances assessment	Assessments to be redone by outdoor team on risk assessment template.
		New COSHH Assessment Template	COSHH assessments to be redone on approved form.

**APPENDIX I**

		<b>Updated Employee Health Questionnaire</b>	<b>Employees to complete questionnaire. Clerk to review.</b>
		<b>Update Respiratory Protection to include Face Fit Testing</b>	<b>Outdoor team to check any respiratory equipment meets requirements.</b>

- It was noted that the Council's fire safety documents and practice was good but the auditor advised that the Council have a member/s of staff trained as a fire marshal.

## SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 6 March 2017

AUTHOR: Town Clerk

SUBJECT: Training

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

Date	Training	Participants	Cost
10/01/17	Bedfordshire SLCC Branch Training for Clerks - Accounts & Finance for Town and Parish Councils.	Clerk	£50
<b>Ongoing training</b>			
February 2017	Introduction to Local Council Administration – Online training course	V McFarlane A Elliott-Flockhart	£90 per delegate
	Clerk CiLCA submission – Clerk to update Members	Town Clerk	£250

The following seminars/conferences have been attended;

Date	Seminar/Conference	Delegates
16/12/17	Rural Crime Conference	Cllr Scott
22/02/17	CBC Emergency Planning Conference	Cllrs Hill & P Sharman
04/02/17	Rt. Hon A. Burt MP - Town & Parish Councillors meeting	Cllr Sparrow
10/02/17	Rt. Hon A. Burt MP – Public meeting with representatives from CBC and the NHS	Cllrs Aldis, Pettitt Carol Baker-Smith

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

<b>Upcoming Additional Training</b>				
Date	Training	Participant	Cost	Location
Unconfirmed	Fire Marshalling Training	4 Members of staff to be confirmed	£41 per delegate	10 Cambridge Road

The following seminars/conferences are due to be attended;

Date	Seminar/Conference	Delegates
7/03/17	BLMK Health Care - Flitwick	Cllrs Blaine, Pettitt

**BATPC Spring/Summer 2017 training programme is attached for Members information**

# ***Bedfordshire Association of Town & Parish Councils Training Programme Spring/Summer 2017***

## **Introduction to Social Media**

**free of charge**

*A general and gentle introduction to various social media platforms - designed for officers with little or no experience of social media*

Tuesday 21<sup>st</sup> March      10.00 am – 1.00 pm  
The Old Court House, 4 Saffron Road Biggleswade

## **Local Council Clerk – Core Skills**

**£275 per delegate**

*Covers the basics of local council administration and prepares clerks and other officers for CiLCA*

Thursday: 20<sup>th</sup> & 27<sup>th</sup> April; 18<sup>th</sup> & 25<sup>th</sup> May, 8<sup>th</sup> & 29<sup>th</sup> June 2017  
10.15 am – 13.00 pm      Baystrait House, Biggleswade

## **Financial Management for Councillors**

**£30 per delegate**

*Essential guidance for councillors on council's responsibilities for financial management*

Wednesday 12<sup>th</sup> April      7.30 pm – 9.30 pm      Baystrait House, Biggleswade

## **Staff Appraisal**

**£30 per delegate**

*For councillors and clerks with responsibility for staff appraisal*

Tuesday 25<sup>th</sup> April      7.30 pm – 9.30 pm      Baystrait House, Biggleswade

## **CiLCA revision**

**£30 per delegate**

*For Clerks and other officers working on their CiLCA portfolio*

Tuesday 4<sup>th</sup> July      10.15 am – 13.00 pm      Baystrait House, Biggleswade

## **New Councillor Induction Training**

**£25 per delegate**

*Covers the basics for newly elected councillors and others who have not previously attended councillor training*

Tuesday 23<sup>rd</sup> May      7.30 pm – 9.30 pm      Gravenhurst Village Hall  
Thursday 6<sup>th</sup> July      7.30- pm – 9.30 pm      Milton Ernest Village Hall

**Councillor Refresher**

**£25 per delegate**

*For councillors with some experience who would like to refresh their knowledge*

Tuesday 27<sup>th</sup> June      7.30 pm – 9.30 pm      Baystrait House, Biggleswade

**Chairmanship 1**

**£30 per delegate**

*Covers the role of the Chairman, preparing for meetings, the agenda and knowing the rules*

Wednesday 3<sup>rd</sup> May      7.30 pm – 9.30 pm      Baystrait House, Biggleswade

**Chairmanship 2**

**£30 per delegate**

*Covers chairing styles, managing the meeting, handling conflict, stimulating discussion, ethics and diversity*

Tuesday 6<sup>th</sup> June      7.30 pm – 9.30 pm      Baystrait House, Biggleswade

**Chairmanship 3**

**£30 per delegate**

*Covers managing the input of the public and visiting speakers, handling the media, and the PR role of the Chairman*

Wednesday 12<sup>th</sup> July      7.30 pm – 9.30 pm      Baystrait House, Biggleswade

**Courses held in Baystrait House are limited to 8 delegates.**

**All prices quoted are the BATPC member council rate.**

**Please phone Tracy Moorhouse on 01767 312669 or email [admin@batpc.co.uk](mailto:admin@batpc.co.uk) for booking forms and to check availability**

**Places on any of the above courses can only be confirmed on receipt of a completed booking form and payment of the appropriate course fee.**

**AGENDA ITEM 7**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Human Resources

**DATE:** 6 March 2017

**AUTHOR:** Town Clerk

**SUBJECT:** Social media

**1. Summary**

- 1.1 Sandy Town Council does not currently use social media directly. The Town Council does have an online presence in the form of its website, which it uses to publish statutory information, news items and all other council documentation. Members of the public can also contact the Council via the website messaging system.
- 1.2 A Member of Council does post information to social media sites, such as posters, if the Clerk or Council request that the information is shared on social media. This is done via a personal account and not a council account.
- 1.3 The Council has received queries from the public and Members of Council as to whether Sandy Town Council will be using social media in the future as an additional way of publishing information and some documents.
- 1.4 This report is meant as an introductory report on the matter for Members consideration. The purpose of the report is to allow Members to consider if Sandy Town Council needs its own social media site/s and whether the matter should be explored further.
- 1.5 There are various different types of social media which can be used to communicate with the public, including Facebook, Twitter and Instagram, among others. This report concentrates mainly on the potential of a Facebook account, although the risks and benefits detailed can be applied to all social media platforms.

**2. Use in Local Government**

- 2.1 It is estimated that 98% of the UK population are online and 59% have their own social media accounts. A 2014 Ofcom report noted that Facebook remained the default social networking site for almost all UK adults who interact with social media. Three in ten social media users also had a Twitter account.
- 2.2 People of all ages are now using the internet as a source of information, as a way of making connections, commenting on discussions, carrying out banking and completing online forms. This means that people are increasingly looking



for local government to provide information online across a variety of platforms. County, District and Unitary authorities use many social media platforms as part of their communication strategies. Town and Parish Councils are increasingly using social media as another tool to communicate and work with residents.

2.3 Facebook is the platform which is predominately used by local councils and should Sandy Town Council wish to create a social media presence it is recommended that a creation of a Facebook 'Page' would be the most appropriate method.

2.4 Cllr T Cole has gathered information on social media use by Town and Parish Councils within this Council's area as an example of those neighbouring Council's which are using social media.

Council	Facebook page	Facebook likes 22/03/16	Facebook likes 22/08/16	Facebook likes 22/01/17	Twitter feed	Twitter followers 22/01/17
Biggleswade Town Council	Yes	695	728	832	No	0
Blunham Parish Council	Yes	112	123	141	No	0
Gamlingay Parish Council	Yes	631	704	767	Yes	100
Great Barford Parish Council	Yes	368	396	421	No	0
Potton Town Council	No	0	0	0	Yes	376
Roxton Parish Council	Yes	68	73	76	No	0
St Neots Town Council	Yes	1071	1171	1252	Yes	3302
Mayor of St Neots-events&fundraising	Yes	unknown	unknown	180	YES	96
Tempsford Parish Council	No	0	0	0	No	0
Wrestlingworth & Cockayne Hatley (Not clear if it is Council run)	Yes	247	296	329	No	0
Central Bedfordshire Council	Yes	5474	6124	7619	Yes	9505

### 3. Benefits of Social Media

3.1 The following potential benefits have been identified by other Councils who use social media:

- Greater connection with the community;
- Ability to connect with harder-to-reach groups;
- Ability to reach residents that do not use the Council website or read local magazines/papers;
- Real-time updates on emerging situations (i.e. as they happen);
- Heightened level of interactivity;
- Low cost in comparison with traditional forms of media;
- Enhanced transparency;
- Building a sense of belonging in a community;
- Help to publicise other organisations events and positive messages;
- Help to address and reduce social problems like vandalism or racism;

- Use to gather information from residents and conduct surveys and consultation.
- Fast reaction time for getting information into the public realm, as opposed to relying on press releases.

#### **4. Risks of Social Media**

4.1 As with any online activity there are risks associated with using social media, especially for organisations such as Councils. The following types of risk have been identified:

- Damage to the reputation of the council – This could be through postings/photographs of staff, members or third parties pretending to represent the council.
- Level of monitoring – The council would only monitor its social media sites during office hours.
- Increased work load in monitoring and posting on a social media site.
- Social media posts being hi-jacked or use of inappropriate language or off topic discussion.
- Virus or other malicious software infection – This could include infection from social media sites into councils' IT systems or hacking of council's social media accounts.
- Disclosure of confidential information or breach of data protection – Either deliberately or inadvertently through information/photos posted.
- Breach of Safeguarding – Either regarding children, young people and vulnerable adults who may use social media.
- Civil or criminal action relating to breaches of legislation.
- Breach of the code of conduct for members through inappropriate use.

#### **5. Risk Management**

5.1 If the Council created a Facebook account a series of Risk Management steps would need to be adopted to mitigate perceived risks in section 4. The following Risk Management steps could be taken;

- The councils' social media sites could be controlled and managed by appointed Members of Council and the Clerk as a named Communications Team. This small group would need to be fully aware of the risks and issues. All postings to a site would be done by this team only.
- The council has anti-virus protection on PCs, a fully backed up server and IT support.

- Facebook appears to be the most used and effective social media site by Towns and Parish Councils. The Council could limit its use of social media to one Facebook account.
- A Facebook site can be used for the purpose of sharing information in the same the Council's website does. The creation of a Sandy Town Council 'Page' would allow for the posting of information and images, but not commenting or interacting with other social media pages/users.
- Facebook can be restricted to block photographs and comments from other users to reduce the risk of inappropriate content being posted or libellous, offensive or defamatory posts.
- Where appropriate, the council could include a disclaimer on their social media sites which set out the parameters for use and control.
- The councils' social media sites will be monitored on a daily basis and actioned by relevant Member/Staff as necessary.
- Strong passwords must be used when creating social media sites and changed every regularly.
- Those using social media on behalf of the council must be aware of the safeguarding issue relating to vulnerable groups and are familiar with the advice and guidance provide by Central Bedfordshire Council.

### **6. Principles of Social Media Use**

6.1 If the Council is to consider creating a Facebook account, the following principles will need to be adhered to;

- The councils' use of social media must comply with the laws of libel, copyright and data protection.
- Social media content is subject to the same rules of fairness, openness and transparency as the councils' uses in all their communications.
- Social media should never be used in a way that breaches any of the councils' other policies.
- During times of major incident, emergency or crisis, social media should be employed as a key tool for keeping communities informed.
- Social media use by the council should concentrate on facts. The councils' official social media site will not be used for political gain or campaigning.
- The council must be aware of safeguarding issues regarding children and vulnerable adults when using social media.

- The council must be aware of potential problems like cyber-bullying and other online anti-social behaviour.
- If a site is open to comments when dealing with errors or controversial comments about them, the council should not remove criticism unless it contains swear words etc. Instead, responses will concentrate on correcting factual errors and responding to legitimate criticism.
- If a site is open to comments derogatory or offensive comments must be removed from official council social media sites.
- Personal details like home addresses or personal phone numbers must not be given out on the councils' social media sites.
- Photos of people must only be used when all individuals pictured have given permission, in advance.

## **7. Potential Content**

- Non-political and non biased factual information
- Photos and film as well as text
- Council activity-meetings and minutes
- Public consultations
- Local news
- Grant Funding news
- Resident Polls/Surveys
- Re-posts of relevant information from other organisations
- Re-post of Central Bedfordshire Council Messages
- Urgent issues – local flooding, road closures

## **8. Recommendation**

If Members of the Committee feel that there are benefits to creating a Council Facebook page the following steps will need to be taken:

- 1) Full consideration on the risks and legal considerations;
- 2) Developing and agreeing a social media policy, including best practice, risk management.
- 3) Agreeing guidance on social media content;
- 4) Agreeing responsibility for the management of social media account and providing any necessary training.

**AGENDA ITEM 8**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Human Resources

**DATE:** 6 March 2017

**AUTHOR:** Town Clerk

**SUBJECT:** Recruitment Policy

**Summary**

To consider recommending a proposed recruitment policy to Police, Finance and Resources committee for review and adoption by Council.

The purpose of the policy is to offer clear guidance on any future recruitment.

**Proposed Recruitment Policy for Sandy Town Council**

**Policy**

This policy outlines the recruitment and selection process of Sandy Town Council. The Council is an Equal Opportunity Employer and will always seek to recruit the person most suited to the job in question, irrespective of Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage and Civil Partnership or Pregnancy and Maternity. Those involved in the recruitment process must be aware of the Council's Equal Opportunities, Equality and Diversity and Data Protection Policies. Any queries should be addressed to the Town Clerk.

**1. Definition of terms**

**Job Description**

- 1.1 A job description sets out the main purpose of the job and how it fits into the organisational structure and objectives of the Council. It contains the principle accountabilities of the job, outlines the context of the position and contains other relevant information. It forms the basis for pre-selection and the formation of the person specification.
- 1.2 The job description should be reviewed regularly with the employee and updated to reflect changing needs. The best time to do this is as part of the performance management process.

## **Person Specification**

- 1.3 A person specification defines the attributes, knowledge, skills, experience and qualifications required to fulfil the role. It is compiled from the job description. The elements contained within the person specification will be on the basis of job requirements. Job requirements that affect certain individuals more than others or that restrict the opportunities open to certain groups more than others will only be those that are necessary for the effective performance of the job and can be objectively justified.

## **Interview**

- 1.4 A discussion process between interviewer(s) and candidate for the purpose of assessing whether the candidate is interested in the job and capable of doing it. The interview is structured around key criteria for the job, this is likely to be a combination of technical and behavioural areas. At the interview there will be an opportunity to explain the responsibilities of the job and to promote the Council.

## **2. Equal Opportunities within Recruitment and Selection**

- 2.1 Every possible step is taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection and promotion are based solely on objective and job related criteria. Recruitment must be undertaken in accordance with the Equal Opportunities Policy, so that there is no unlawful discrimination.
- 2.2 It is currently unlawful to discriminate against a person on grounds of age, sex, race, disability, sexual orientation or religion or belief:
- In the arrangements made for offering a job
  - In the terms on which employment is offered
  - By refusing to offer, or deliberately not offering a person employment
- 2.3 It is also unlawful to discriminate against a part-time employee by giving them less favourable terms than a comparable full-time employee.

## **3. Monitoring and Positive Action**

- 3.1 All selection criteria and interview records must be retained for at least 12 months in order to demonstrate a fair and consistent process was followed. The composition of the workforce and of job applicants are monitored on a yearly basis, if inequalities become apparent, positive action, within the parameters of existing legislation and the resources of the Council, is taken to

redress the imbalance. Such measures include encouraging under-represented groups to apply for vacancies.

- 3.2 Selection is based on skills and/or qualifications and the demonstrated or assessed ability to perform within the post. It is accepted that an applicant with a disability may need reasonable adjustments to be made for their full employment potential to be realised and this does not adversely affect the individual's opportunity to be recruited or promoted.

#### **4. Recruitment Procedure**

- 4.1 This procedure provides guidelines for recruitment and should be followed once it is established that recruitment is necessary.
- 4.2 Prior to beginning the recruitment process the Town Clerk will review the job description for the vacancy. If it is a new position or the job content has changed, then a new job description should be drawn up.
- 4.3 The Town Clerk should identify the essential characteristics required for the successful candidate, using the person specification. The Person Specification identifies key skills, qualifications, experience, competencies and any other relevant information necessary for the job.
- 4.4 The inclusion of unnecessary/marginal requirements can lead to discrimination, as can blanket exclusions. Any health requirements must be justifiable.
- 4.5 Only put in what is genuinely required for the job and be as clear and as specific as possible.
- 4.3 Consideration should be given to allowing the work to be done as a job share or part time hours.
- 4.4 All vacancies should be advertised internally and externally at the same time. The Human Resources Committee must approve any vacancy prior to this being advertised.

#### **5. Planning the Recruitment Process**

- 5.1 Once the job description and the person specification are complete the recruitment process needs to be planned. Realistic timescales should be considered when drawing up the plan.
- 5.2 If the vacancy is for the Town Clerk, the Human Resources Committee must form part of the recruitment and selection panel.
- 5.3 In all other instances the Chair of Human Resources, Town Clerk and an appropriate work colleague e.g. another manager or an appropriate person in that department can complete this process.

**6. Administration**

6.1 Where appropriate, depending on whether a recruitment agency is used or not, a job pack should be sent to each potential candidate. This should include:

- Cover Letter
- Job description
- Person specification
- Equal opportunities form
- Application form

6.2 The Town Clerk must ensure that all candidates are kept informed as to the status of their application in a timely manner. Applicants should be given the opportunity to declare whether they have a disability and whether they would require any reasonable adjustment(s) to be made to the interview process.

**7. Recruitment**

7.1 Recruitment should be carefully targeted to attract applicants most likely to meet the job requirements. It may include the use of recruitment agencies, job centres, advertising in colleges, local newspaper advertising, etc.

7.2 Where a recruitment agency is not used, applicants should apply by application form. CV's are only acceptable if accompanied by an application form. A clear deadline for receipt of all applications should be set.

7.3 In some circumstances, it will be necessary to make a reasonable adjustment in relation to a disabled applicant's application.

**8. Short listing Procedure**

8.1 Once the deadline for all applications has passed a short-listing panel will assess all applicants against the person specification. Each member of the panel will independently assess each applicant and shortlist those who meet the specification.

8.2 The panel will then discuss their own short lists and come to agreement about the definitive shortlist.

8.3 Shortlisted candidates are then invited to interview.

**9. Interviews**

9.1 Interviews should be structured around the job description and a record of the discussion is made. It is also an opportunity for the candidate to ask about the position and the Council. A minimum of three persons will conduct the interviews.



9.2 Individuals should be assessed against the person specification. The short listing form can be amended for this purpose and a weighting system used. It is important that all assessments are made against existing evidence.

9.3 Members of the interview panel will also have been members of the shortlisting panel.

**10. Qualification Check**

10.1 If required, original certificates are requested at interview together with a copy for the Council' records.

**11. Evaluation Session**

11.1 At the end of the selection process the interviewer(s) evaluate all assessment information gathered on each candidate. Candidate results are considered against the person specification for the position. The evaluation process is objective and structured in order to identify the most suitable candidate for the position.

**12. Unsuccessful Applicants**

12.1 Where the post has been advertised, all candidates receive a letter or telephone call informing them of the decision not to appoint them. For candidates who performed well their details may be kept on the files for future vacancies if they consent to this.

12.2 The Town Clerk can provide constructive feedback via the telephone if requested by an applicant.

**13. The Successful Applicant**

13.1 The Town Clerk will decide on the detail of the offer for any employee other than the Town Clerk. The terms and conditions offered should not discriminate against any individual.

13.2 In the case of the Town Clerk the interview panel will decide the offer.

13.3 An offer of appointment may be made verbally following the interviews but by authorised personnel only (normally the town clerk) and must be confirmed in writing by the Town Clerk.

**14. Making the Offer**

14.1 A conditional offer letter is prepared clearly outlining the terms and conditions of the proposed employment. This offer is subject to satisfactory qualifications, references and right to work in Great Britain. The successful applicant is made aware of these conditions.

- 14.2 The Council will seek employer references and where relevant, verify qualifications (if not available at interview) before the offer of employment is confirmed.
- 14.3 All candidates will be asked to provide evidence of entitlement to work in the United Kingdom.
- 14.4 When satisfactory responses are received for qualifications, right to work and references the successful candidate is given a formal contract of employment. If unsatisfactory responses are received the offer of employment is reconsidered.

**15. Induction**

- 15.1 Induction of new employees is essential. This includes basic induction of terms and conditions of employment, information about the Council, Council policies and procedures

**AGENDA ITEM 8**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Human Resources

**DATE:** 6 March 2017

**AUTHOR:** Town Clerk

**SUBJECT:** Recruitment

**1. Summary**

1.1 The outdoor team is currently operating with three out of four full time groundsman following the departure of a member of staff. This leaves a vacant grounds man position the Council needs to fill. The outdoor team have managed well with a reduced team, however the increased work load in the spring and summer months requires the recruitment of a fourth member of the grounds team as a matter of urgency.

1.2 Members are asked to review and approve the attached documents ahead of commencing with any recruitment process.

**2. Information**

2.1 The role which will require filling is for a Grounds man/Handyman on Salary Scale Point 16 – 18.

2.2 The following documents will need to accompany application packs are attached for member's review;

- A Full job description. The job description has been reviewed by the Town Clerk and Outdoor Team leader and is line with the job descriptions of the other grounds men.
- A person specification.
- Job application form
- Information for job applicants

2.3 The committee will need to approve an interview shortlist panel and an interview panel. Members of the interview panel should all have been on the shortlisting panel. It is recommended that the panel comprise of the Chairman of Human Resources, the Clerk and the Grounds Team Leader.

**3. Recommendation**

That the Committee approve that the Clerk recruit for the role of grounds person and that a interview shortlisting panel and interview panel comprise of the Chairman of Human Resources, the Clerk and the Grounds Team Leader.



## SANDY TOWN COUNCIL

<b>Title of Post:</b>	Grounds person/Handyperson
<b>Salary:</b>	£17,491 - £18,070 (SCP 16 – 18)
<b>Terms and Conditions:</b>	NJC for Local Government Services
<b>Contract Hours:</b>	37 hours per week
<b>Benefits:</b>	<p>Leave of 21 days paid per year plus Bank Holidays, increasing following long service.</p> <p>The post is eligible to join the Superannuation Scheme.</p> <p>Training in operation to develop skills on an ongoing basis.</p>
<b>Responsible to:</b>	Grounds Team leader
<b>Responsible for:</b>	N/A
<b>Job Purpose</b>	Under supervision, to maintain grounds, council assets and premises owned (or cared for) by the Town Council to the required standard and schedule.
<b>Job Description</b>	<p>Undertake routine preparation and maintenance work on a range of sports facilities and surfaces as detailed on work schedules or job tickets. <i>(including but not limited to football &amp; cricket grass cutting, pitch preparation, line marking, turf repairs and sand spiking)</i></p> <p>Undertake routine maintenance of the cemetery and closed churchyard. <i>(Including but not limited to grass cutting &amp; stimming, shrub and flower bed maintenance, litter picking, tree work)</i></p> <p>Undertake all preparatory and cultivation work to maintain safe quality playing surfaces. Carry out regular inspections of council owed play equipment. Carry out basic repair work.</p> <p>Set up all sports pitches or amenity surfaces. Undertake minor construction and landscaping work.</p> <p>Drive vehicles and equipment as required for grounds maintenance operations – tractor, ride on mower and works vehicle.</p> <p>Ensure vehicles and equipment used by self and colleagues are regularly maintained in accordance with routine operating requirements.</p> <p>Monitor the use of consumables, items and spares and make arrangements for their replenishment.</p> <p>Ensure the safe use, storage, calibration and disposal of pesticides and similar hazardous substances.</p>

	Ensure work area is kept clean, tidy and secure at all times.
	Litter picking of Town Council open areas. Emptying of Town Council owned bins.
	Promote the Health & Safety of self and others.
	Respond to emergencies.
	Establish and maintain effective working relationships with managers and colleagues.
	Make recommendations to supervisor regarding improved working systems, labour and machinery utilisation.
	Dealing with members of the public and external organisations providing a high standard of service and promoting a positive image of the Town Council.
	To discharge any other duties when reasonably required by the Grounds Team Leader, Administration Team Leader or Town Clerk.
	Excellent communication skills
<b>Key Requirements</b>	Health & Safety – COSH understanding
	Flexible approach
	Basic gardening skills
	Basic turf understanding
	Full clean driving licence
	Experience of grounds and property maintenance

# Sandy Town Council

## Person Specification: Grounds Person/Handyperson

The below table lists those skills which are considered essential and desirable in carrying out the role of grounds person/Handyperson with Sandy Town Council.

	Essential	Desirable
Qualifications		Any qualification relating to chainsaws, strimmers, pesticide application etc.
Experience	<p>Experience in dealing with the general public, internal customers and diffusing difficult situations</p> <p>Experience of dealing with people in a polite and courteous manner</p> <p>Willingness to work safely and comply with Health &amp; Safety legislation</p>	General maintenance/ handyperson back ground.
Skills & Knowledge	<p>Able to undertake routine tasks to a specified standard</p> <p>Flexible approach to work</p> <p>Knowledge of Health and Safety Legislation</p>	<p>Knowledge of using maintenance equipment</p> <p>Knowledge of Local Authority policies and procedures</p> <p>Trees, planting and seasonal knowledge</p>
Personal Qualities	<p>Positive, 'can do' attitude</p> <p>Honesty</p> <p>Flexibility</p> <p>Diplomacy and tact</p> <p>A friendly disposition</p>	

<b>Personal Qualities Continued</b>	<b>Ability to work both alone and harmoniously with staff and public</b>  <b>Trustworthiness with confidential information</b>  <b>Methodical and thorough approach to tasks</b>  <b>Ability to anticipate problems and solve them</b>	
<b>Other</b>	<b>Driving licence</b>  <b>Willingness to undertake outside work</b>  <b>Willingness to undertake physical work</b>	



**JOB APPLICATION FORM**

Post applied for	
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PERSONAL DETAILS			
Surname		(Mr/Mrs/Miss/Ms)	
First Name(s)			
Address			
Postcode			
N.I.Number			
Tel.Home		Work	Mobile
Fax		Email contact	
Do you have a current valid driving licence			Yes/No?
If you hold a driving licence is it:		Full	HGV

CURRENT OR LAST EMPLOYER			
Employer's name		Position held	
Employer's address			
Postcode			
Date started		Date finished	
Salary		Reason for leaving	
Please give a brief summary of duties:			
When would you be available for employment?			

How did you learn of this vacancy?

**ACTION FOR EQUALITY**

Sandy Town Council is an equal opportunities employer. The aims of the Equalities Policy are to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor disadvantaged by conditions or requirements which cannot be shown to be justifiable.



PREVIOUS EMPLOYMENT			
Please list, detailing the most recent first			
From		To	
Position Held			
Name of Employer			
Address of Employer			
Salary		Reason for Leaving	
Brief Summary of Duties:			

From		To	
Position Held			
Name of Employer			
Address of Employer			
Salary		Reason for Leaving	
Brief Summary of Duties:			

From		To	
Position Held			
Name of Employer			
Address of Employer			
Salary		Reason for Leaving	
Brief Summary of Duties:			

Continued						
From	To	Position Held	Name of Employer	Address of Employer	Salary	Reason for Leaving

<b>Education (since age 11)</b>		
<b>School/College</b>	<b>Courses/Exams</b>	<b>Qualifications obtained</b>
<b>Please state any other achievements during education</b>		

(Please note you will be required to produce evidence)

<b>JOB RELATED TRAINING/PROFESSIONAL QUALIFICATIONS</b>		
<b>(include membership of professional institutes, non vocational training and state standard and level achieved)</b>		
<b>Please list, detailing the most recent first</b>		
<b>Date</b>	<b>Awarding Body/Institute</b>	<b>Qualifications/Membership Level</b>

(Please note you will be required to produce evidence)

## SUPPORTING STATEMENT

Drawing upon your experience, skill, abilities and qualifications you should demonstrate their relevance to the job that you have applied for. Use the job description and person specification **as a** guide and be sure to demonstrate your ability to do the job where you can. You should also explain why you are applying for the job.

Please enter your information here and continue on additional sheets if necessary.

## INTERESTS AND HOBBIES

Please give details of your spare time interests and hobbies including of membership of bodies, committees and any voluntary work.

## PUBLIC OR VOLUNTARY COMMITMENTS

Please give details of membership or any public body or voluntary body and indicate the approximate time commitment entailed

## REFERENCES

Please give details of two people who can provide information that will confirm your suitability for the post. Where appropriate one person should be your current or most recent employer.

Please note that for certain posts the council reserves the right to contact any previous employer and request a reference in addition to the two detailed below.

1	Name		2	Name	
	Position			Position	
	Relationship			Relationship	
	Known by another name			Known by another name	
	Address			Address	
	Postcode			Postcode	
	Telephone No.			Telephone No.	
	Email address			Email address	
	Can we contact before interview?	Yes/No?		Can we contact before interview?	Yes/No?

**ASYLUM & IMMIGRATION ACT 1996**

Under the Asylum & Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

Are you legally entitled to live and work in the United Kingdom and are able to produce documentation?    Yes         No

**HEALTH**

Do you suffer from any disability and/or medical condition    YES         NO

If yes will it affect your ability to carry out the duties of the job for which you are applying?

YES         NO

This information will help us identify reasonable adjustments that we might need to make to arrangements/premises in order to accommodate. We are an equal opportunities employer and will not discriminate on the grounds of disability. If **YES**, please give details

**FURTHER INFORMATION AND DECLARATION**

**Canvassing**

All forms of canvassing will automatically disqualify candidates from employment e.g. you must not ask a Councillor or Officer to use their influence to help you gain this job.

- Are you related to a Councillor or Officer of the Council?

If yes, please give Name	Relationship

**Mobility**

If the post you have applied for involves driving duties/ability to travel to different locations, are you able to fulfil these duties?

- (Note: The person specification will indicate what is required) Yes  No

**Declaration**

I certify that the information given on this form is factually correct to the best of my knowledge. I understand information from this form may be computerised for personnel/ employee administration/equal opportunities monitoring purposes in accordance with the Data Protection Act 1988. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime. **WARNING:** any person appointed to the Council having given false information will be liable to dismissal without notice.

Signed	Date

## Sandy Town Council



### Information for Job Applicants

Thank you for showing an interest in working for the Town Council. The Town Council aims to be an equal opportunities employer and recruitment and selection at the Town Council is based on the principles of appointment on the basis of merit and equal opportunities. The Information in this leaflet is designed to assist you in completing your application for a position at the Town Council, and if selected for interview, to help you prepare for the interview process.

#### **Completing your application form.**

When completing your application form, and associated information, please write clearly in black ink. The Town Council is unable to return your application to you therefore it is recommended that you retain a copy of your application for reference.

#### **Content of your application and associated documents.**

When preparing your application you should address carefully the post details enclosed and in particular the criteria outline in the Job Description/Person Specification. In your statement supporting your application ensure that you provide information on each of the selection criteria and give evidence from your work history, qualifications, knowledge, skills and experience to demonstrate how you meet the criteria. It will not be sufficient to simply state that you meet the criteria without providing any supporting evidence. You may also wish to outline your reasons for applying for the position. A covering letter with your application is not compulsory and if you have any limitations on your availability for interview please state these clearly on your application.

#### **Equal Opportunities Information form.**

All candidates are required to complete the Equal Opportunities information section of the application form. The information provided will be treated in confidence and will only be used in monitoring and effectiveness of the Town Council's Equal Opportunities Policy. It will NOT form part of any selection process.

#### **Acknowledgement of Applications.**

Due to the high level of applications the Town Council does not automatically acknowledge receipt of applications.

### **Returning your application form.**

Please ensure that your application form is returned by the time and date specified. Applications received after this will not be considered.

### **The Selection Process.**

#### **Shortlisting.**

The Town Clerk and/or Selection Panel will assess all applicants against the selection criteria outlined in the job description/person specification. For positions with a high volume of applicants it will not be possible to shortlist all candidates who appear to meet the selection criteria; in such cases applicants, will be selected for interview who appear to meet the criteria at the highest level and meet the desirable criteria.

#### **Unsuccessful Candidates at shortlisting stage.**

Due to the high volume of applicants, the Town Council is unable to formally notify every candidate who is not shortlisted for interview. Only shortlisted candidates will be contacted.

#### **Shortlisted candidates with disabilities.**

Shortlisted candidates with disabilities and who require any special or specific arrangements to be made in order to take full part in the interview (e.g. wheelchair accessible venue or a singer), should contact the Town Council and every effort will be made to accommodate such requests.

#### **References.**

The Purpose of references is to obtain factual information about each applicants work history, as well as opinions regarding the quality of their work and suitability for the position. All offers of employment by the Town Council will be subject to the receipt of satisfactory references.

#### **Preparing for the interview.**

To prepare for the interview you should:

- Study the advertisement, job description/person specification to ensure you are familiar with the role and criteria for the position
- Reflect on the specific example of situations (preferably from your work experience) where you have applied the skills, knowledge and abilities that are requires for the vacant position.
- Focus on the key tasks of the position and think about how you may carry them out.



- Consider the responsibilities of the position and the types of problems that you might encounter in the position: identify similar situations that you have experienced in the past and consider how you dealt with such problems.
- Think about why you are applying for this position and what you need to find out from the interview.

### **Interviews.**

Interviews will take place during normal office hours and the size of the panel will depend on the nature of the vacancy and will typically be composed of three or four people.

The interview provides an opportunity for the panel to obtain further information from you in relation to your application. The same broad questions will be asked of all job applicants but supplementary questions may be asked of each applicant to obtain additional information in relation to the selection criteria.

### **Selection Decisions.**

Following the interview process, the panel will assess applicants in relation to the selection criteria and will agree a preferred candidate. The preferred candidate will be offered the position subject to the receipt of satisfactory references, being declared medically fit for the role and also providing eligibility to work in the UK (including a successful work permit application if applicable).

Unsuccessful candidates will be notified, in writing, as soon as possible following the interview process.

### **Feedback**

Consideration of requests for feedback on why your application was unsuccessful must be made in writing. Due to confidentiality feedback can only relate to your own application and will only be given to external applicants.

### **Retention of personal data.**

After the recruitment process paper copies of your Application Form and Associate documents will be retained in confidential recruitment files by the Town Council for approximately 6-12 months.



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