

Sandy Town Council

Minutes of a meeting of the Human Resources Committee of Sandy Town Council held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 7 September 2015

Present: Cllrs P Aldis, T Cole, A M Hill (Chair), A Jackson, C Osborne, M Pettitt (Vice-Chair), and S Sutton

In attendance: Cllr. P Blaine, Cllr. J Sparrow, Cllr. C. Maudlin (CBC) and Mr. C Robson (Town Clerk)

1	Apologies for absence None	Action
2	Declarations of interest i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i>	
3	Minutes of previous HR Committee Meetings RESOLVED to receive the minutes of a meeting of the HR Committee held on Monday 17 August 2015 and to confirm them as a correct record of proceedings.	Admin
4	Health and Safety/Accident Report Members noted the report.	
5	Staff Meetings Cllr. Hill updated members as to recent meetings with staff, reporting no current issues. Cllr. Hill went on to say that meetings will now take a different format with a new Clerk in place. It will be down to the Clerk to work out how the meetings should develop. The Town Clerk informed Members that the work to the outdoor team's mess room was almost complete and it was expected they would relocate within the fortnight.	Admin
6	Media and Website Cllr. Hill informed Members that there had been an issue recently with information not getting on to the website in a timely manner. This was due to staff shortages. Going forward Cllr. Hill would work with the Town Clerk to establish the procedure and priorities for uploading documents. Members commented that they all felt it was important to ensure the website was running efficiently. Members commented that not all Councillors details, such as	Admin

Sandy Town Council

addresses, telephone numbers and email addresses appeared on the Council's website and that there was no consistency in the information that was available. It was also noted that some Councillors profiles needed updating. A brief discussion on the potential risks to personal data followed.

The Town Clerk informed Members that the Website and the documents on it would be reviewed if the Council decides to renew its Quality Parish application.

It was **RESOLVED** to create a pro forma to be circulated to Councillors to standardise the information, whereby they could indicate any details they did not wish to be made public. Where Councillors elect to not have information publicised the following statement will be included; For reasons of personal privacy not all details are listed.

7

Staff Training

Admin

RESOLVED: That under the Public Bodies (admission to meetings) Act 1960 (as extended) members of the public and press were excluded from the meeting for the remaining items of business as discussion of these items would involve the likely disclosure of confidential information as defined as exempt in Part 1 of Schedule 12a of the Local Government Act 1972 (personal and confidential data)

Meeting Finished 8:25