

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, 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 24th September 2018 commencing at 7.30pm.



Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
18th September 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 Human Resources Committee held on Monday 11th June 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 and consider a report on Councillor and staff training.

APPENDIX II

7 Prospective Councillor Open Sessions

To agree dates and a format for information sessions to be held for individuals interested in standing for election to Town Council in the May 2019 elections.

APPENDIX III

8 Appraisal Process

To receive a procedural document on the Council's Staff appraisal process.

APPENDIX IV

9 Local Council Award Scheme

To consider whether the Town Council now meets criteria for the next level of the Local Council Award Scheme.

APPENDIX V

10 Chairman's Items

11 Date of Next meeting: 17th December 2018

12 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.

13 Staffing Matters

- i) To receive and consider a staffing report from the Town Clerk.

Confidential

RECOMMENDED that the committee move out of private session to consider the remaining agenda items.

- ii) To consider filling the newly vacant position on the outdoors grounds team.

APPENDIX VII

AGENDA ITEM 5

SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 24 September 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 |
|-------------|---------------|-------------------------|---|-------------------|-------------------|
| 05/06/18 | Administrator | Head injury | Bending down to unplug computer cable, bumped head on metal part of the elbow rest. | N | Injury monitored. |

SANDY TOWN COUNCIL

COMMITTEE: Human Resources
DATE: 24 September 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 |
|--|--|-------------------------------|---|----------------|
| Introduction to Local Council Administration Modules 1 - 3 | SLCC | Elizabeth Fuller | Training completed via online training modules and assessments. | £99 |
| Charity Law | Local Council Public Advisory Service | Town Clerk Cllr M. Pettitt | Training completed in relation to STC becoming trustee of the SSLA. | £40 per person |
| New Councillor Induction Training | Bedfordshire Association of Town and Parish Councils | Cllr N. Thompson | | £25 |

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

| Training | Provider | Participants | Date | Cost |
|---|---------------------------------------|---|----------|------|
| Social Media Workshop (Application and use) | Verto | Anne Elliott-Flockhart Valerie McFarlane | 15/11/18 | Free |
| Writing Effective Responses to Planning Consultations | Local Council Public Advisory Service | Anne Elliott-Flockhart | 24/09/18 | £40 |
| Suggested Training | | | | |
| General Data Protection Regulations | PNC | All Councillors | 17/10/18 | £200 |

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 |
|--|-------------------------|--|-----------------|
| Risk Assessments – Practical solutions | LCPAS | Town Clerk Outdoor Team Leader | £40 per person |
| Health, Safety and Wellbeing | SLCC | Town Clerk Admin and Outdoor Team Leaders | £125 per person |
| 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 |

2. Conferences

- 2.1 The Clerk will be attending the National Conference of the SLCC on 10th and 11th October 2018 and the National Forum as the Bedfordshire representative on 9th October 2018.
- 2.2 Members are asked to consider whether they wish representatives to attend the NALC Spring Conference on 11th February 2019, at Bloomsbury, London. Cost of £210 per delegate.

3. Training Budget

| Budget Line | 2018/19 Budget | Actual Spend (or Committed) | Available Funds |
|------------------------------|-----------------------|------------------------------------|------------------------|
| Members' expenses (conf etc) | £500 | £40 | £460 |
| Administration Training | £2,000 | £877 | £1,123 |
| Outdoor Team Training | £1,000 | £200 | £800 |

AGENDA ITEM 7

SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 24 September 2018

AUTHOR: Town Clerk

SUBJECT: Open Sessions for Potential Councillors

1. Summary

- 1.1 It was previously agreed that a series of open sessions be held during the time leading up to the May 2019 elections.
- 1.2 The purpose of these open sessions is to provide individuals potentially interested in becoming candidates for Town Council in 2019 the opportunity to speak with Councillors and the Clerk to learn more about the role of a councillor and the Council's responsibilities and activities.

2. Open Sessions

2.1 It is proposed that open sessions are held on the following evenings;

| | |
|---------------------------------------|------------------------------------|
| Monday 8 th October 2018 | (no Council meetings) |
| Monday 10 th December 2018 | (Before a meeting of Town Council) |
| Monday 21 st January 2019 | (Before a meeting of Town Council) |
| Monday 4 th March 2019 | (Before a meeting of Town Council) |

It is proposed that a Saturday Open Session is held on 9th February 2019.

2.2 Open sessions will include;

- Information display on activities and services carried out by the Council over the last four years.
- Information on the differing responsibilities of STC and CBC – including maps showing ownership and management responsibility.
- Information packs, previously reviewed by the HR Committee, including details on the responsibilities and expectations of Councillors and time commitments involved in carrying out the role.
- Two or three Councillors and Clerk on hand to speak with individuals and answer questions.

AGENDA ITEM 8

SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 24 September 2018

AUTHOR: Town Clerk

SUBJECT: Appraisal Process

Summary

As part of its application to achieve the silver level of the Local Council Award Scheme, the Council will need to provide a written document on the appraisal process it intends to carry out. A recommended policy document is detailed below.

1. Our Policy

- 1.1 Sandy Town Council is committed to the recognition that people are the Council's most important and valued resource. The Council wants employees to perform their work to the highest possible standard they are able to achieve personally, in a positive working environment.
- 1.2 The appraisal process ensures that the contribution of each employee to the ongoing function and future aims and objectives of the Council is measured and recognised, and any necessary training and development opportunities are highlighted. Line managers should review performance at work to celebrate successes, identify areas that need improving and discuss employees' general wellbeing.
- 1.3 The appraisal should be seen as a year-round process, not just a once a year interview. However, as part of the process, formally each year, every employee is appraised to review his or her performance in the past year and plan for the year ahead. Any exceptional performance or issues with an employee's performance should be dealt with in the normal course of daily management.

2. Introduction

- 2.1 Managing employees' performance is a continual process. It involves making sure the performance of employees contributes to the goals of their teams and the organisation as a whole. The aim is to continuously improve the performance of individuals and that of the organisation.
- 2.2 Individuals will bring skills and competencies to a job role when they are recruited. These skills and competencies need to be continuously developed and renewed if employees are to consistently meet their own objectives and

those of the organisation.

- 2.3 The aim of this Employee Appraisal Procedure (EAP) is to enable managers to formally meet with employees on an annual basis to review personal objectives, discuss performance and development needs, celebrate achievements and offer constructive feedback where performance improvement is required.

3. The Appraisal Process

- 3.1 The appraisal process will begin with the Clerk's appraisal in October.

- 3.2 At least two weeks' notice of the appraisal date will be given.

- 3.3 Line Managers will meet with their employees on an annual basis to discuss individual performance and development. Meetings will happen during normal working hours. The discussion will include such things as:

- What has gone well during the year?
- How well have objectives been met?
- How well have key tasks been delivered?
- How achievements may be built on?
- Any concerns
- What could be done better?
- What training and development is required
- Future objectives

- 3.4 The appraisal for the Town Clerk will be carried out by the Mayor and Deputy Mayor and Chairman of the Human Resources Committee, as specified in the Council's Scheme of Delegations.

- 3.5 The appraisals for the other members of staff will be carried out by the Town Clerk and Administration and Outdoor Team Leaders. Employees may request that the Chairman of the Human Resources Committee joins their appraisal meeting if they so desire.

- 3.6 A standard appraisal form will be used to record the appraisal.

- 3.7 In addition to the annual appraisal process, a 6-month review meeting will be set up and staff will have one-to-one meetings with the Town Clerk during the year.

4. Disputes

- 4.1 Any disputes that arise as a result of the operation and implementation of the appraisal scheme will be dealt with under the provisions of the Council's approved Grievance Procedure.

SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 24 September 2018

AUTHOR: Town Clerk

SUBJECT: Local Council Award Scheme

1. Summary

1.1 The Council has previously achieved the foundation level of the Local Council Award Scheme and indicated that it wishes to pursue higher accreditations. The Human Resources Committee agreed to look at taking forward accreditation for the silver level of the Award following the Clerk’s CiLCA qualification.

1.2 The criteria for the silver level of the award are detailed below, along with comments on what still needs to be achieved to ensure the Council meets all criteria points.

2. Local Council Award Scheme – Silver Level

2.1 The Council must confirm by resolution at a Full Council meeting that it publishes online:

| Criteria | Do you meet these criteria? | Where are these published online? |
|---|------------------------------------|--|
| Draft minutes of all Council and committee meetings within four weeks of the last meeting | YES | www.sandytowncouncil.gov.uk/downloads/meeting-minutes |
| A Health and Safety policy | YES | www.sandytowncouncil.gov.uk/upload/downloads/Health-and-Safety-Policy.pdf |
| Its policy on equality | YES | www.sandytowncouncil.gov.uk/downloads/equal-opportunities-policy-2018.pdf |
| Councillor profiles | YES | www.sandytowncouncil.gov.uk/the-council/councillors/your-councillors |
| A community engagement policy involving two-way communication between Council and community | YES | www.sandytowncouncil.gov.uk/upload/downloads/community-engagement-policy-2017.pdf www.sandytowncouncil.gov.uk/upload/downloads/community-engagement-strategy-with-appendicies.pdf |

| | | |
|--|---------|---|
| A grant awarding policy | YES | www.sandytowncouncil.gov.uk/upload/downloads/grants-policy-2018.pdf |
| Evidence showing how electors contribute to the Annual Parish or Town Meeting | YES | Submission of agendas, adverts, questions received, and presentations given. |
| An action plan and related budget responding to community engagement and setting out a timetable for action and review | Partial | Clerk to bring forward an action plan, with budget where applicable, based on the Community Plan which was adopted on 17 th September 2018. |
| Evidence of community engagement, Council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins | YES | www.sandytowncouncil.gov.uk/the-council/how-we-work/annual-report www.sandytowncouncil.gov.uk/sandy-diary-news/news-archive Send electronic copies of one year's Bulletin articles and examples of press releases issued. |
| Evidence of helping the community plan for its future | YES | Link to community plan (Plan to be uploaded following adoption by Council on 17 th September 2018) |

The Council must also confirm by resolution at a Full Council meeting that it has:

| Criteria | Do you meet these criteria? | Can they be provided electronically? |
|---|------------------------------------|---|
| Scheme of delegation (where relevant) | YES | www.sandytowncouncil.gov.uk/upload/downloads/Scheme-of-Delegations---May-2017.pdf |
| Address complaints received in the last year | YES | Send document summarising complaints received and action taken. |
| At least two-thirds of its Councillors who stood for election | YES | Send CBC election result document (STC has 10 Cllrs who stood for election) |
| A printed annual report that is distributed at locations across the community | YES | www.sandytowncouncil.gov.uk/the-council/how-we-work/annual-report Email confirmation of where printed copies are located. |
| A qualified clerk | YES | Send evidence of portfolio completion |

| | | |
|--|---------|---|
| A clerk (and Deputy) employed according to nationally or locally agreed terms and conditions | YES | Send copy of Clerk's contract |
| A formal appraisal process for all staff | Partial | Appraisal system in place for last three years. Formal document to be agreed by HR Committee on 24 th September 2018 |
| A training policy and record for all staff and Councillors | YES | Upload newest version Send record of staff and Councillor training |



SANDY TOWN COUNCIL

| | |
|------------------------------|--|
| Title of Post: | Grounds Person/Handyperson |
| Salary: | £17,491 - £18,070 (SCP 16 – 18) |
| Terms and Conditions: | NJC for Local Government Services |
| Contract Hours: | 37 hours per week |
| Benefits: | <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> |
| Responsible to: | Grounds Team leader |
| Responsible for: | N/A |
| Job Purpose | To act as Grass Cutter/Gardener/General Labourer for Sandy Town Council |
| Job Description | <p>Under supervision, to maintain grounds, council assets and premises owned (or cared for) by the Town Council to the required standard and schedule.</p> <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 & 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 & 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> |

| | |
|-------------------------|--|
| | Ensure the safe use, storage, calibration and disposal of pesticides and similar hazardous substances. |
| | 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. |
| Key Requirements | Excellent communication skills |
| | Health & Safety – COSH understanding |
| | Flexible approach |
| | Basic gardening skills |
| | Basic turf and groundsman understanding |
| | Full clean driving licence |
| | Experience of grounds and property maintenance |
| | |

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 | Post holder will be expected to complete training/qualifications in pesticides and basic tractor driving and trailed implements during their employment. | Any qualification relating to chainsaws, strimmers, pesticide application etc. Basic tractor driving and trailed implements. Qualifications relating to grounds maintenance and upkeep. |
| Experience | General maintenance/ handyperson back ground Experience of dealing with people in a polite and courteous manner Willingness to work safely and comply with Health & Safety legislation | Experience in dealing with the general public, internal customers and diffusing difficult situations |
| Skills & Knowledge | Able to undertake routine tasks to a specified standard Flexible approach to work Knowledge of Health and Safety Legislation | Knowledge of Institute of Groundsman standards and practices Knowledge of using maintenance equipment Trees, planting and seasonal knowledge Knowledge of Local Authority policies and procedures |
| Personal Qualities | Positive, 'can do' attitude Honesty Flexibility | |

| | | |
|---|---|--|
| <p>Personal Qualities Continued</p> | <p>Diplomacy and tact</p> <p>A friendly disposition</p> <p>Ability to work both alone and harmoniously with staff and public</p> <p>Trustworthiness with confidential information</p> <p>Methodical and thorough approach to tasks</p> <p>Ability to anticipate problems and solve them</p> | |
| <p>Other</p> | <p>Driving licence</p> <p>Willingness to undertake outside work</p> <p>Willingness to undertake physical work</p> <p>Willingness to undertake work place training</p> | |