

Sandy Town Council

To: Cllrs Aldis, Cole, Hill (Chairman), Jackson, Osborne, Pettitt, Sutton
c.c. Cllrs J Ali, P Blaine, G Leach, D Quick, 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 which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 30 November 2015 at 7.30pm for the purpose of transacting the items of business below.

Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
23 November 2015

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*

3 Minutes of previous HR Committee meeting

To consider the minutes of a meeting of the Human Resources Committee meeting held on Monday 7 September 2015 and to confirm them as a correct record of proceedings.

Previously
circulated

4 Health and Safety/Accident Report

Members to note there is nothing to report since the last meeting of the HR Committee.

Sandy Town Council

Appendix I

5 Training

To receive a report from the Town Clerk.

6 Office Opening Hours

To discuss the current opening hours at 10 Cambridge Road.

7 Outdoor Works Schedhules

To note the Council outdoor team operates on two seasonal work schedhules. The winter work schedhule has now begun.

8 Officer Run Events

To discuss future events to be organised and run by officers in 2016.

9 Chairman's Items

10 Date of Next Meeting: 21 March 2016

11 COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

RECOMMENDED In terms of Schdhule 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 Appraisals

To note that the Town Clerks first appraisal has taken place and that the process of formal appraisals for all staff members has begun.

13 Staffing

To receive a staffing report and recommendations from the Town Clerk.

AGENDA ITEM 5 - SANDY TOWN COUNCIL

COMMITTEE: Human Resources Committee

DATE: 30 November 2015

AUTHOR: Town Clerk

SUBJECT: Training Report

Training Completed

- The only training completed since the last meeting of the Human Resources Committee on 7 September 2015 has been the Town Clerks attendance at two training sessions for the Certificate in Local Council Administration (CiLCA) modules 4 & 5.

Upcoming Training

- The Town Clerk is due to complete the final CiLCA module training course in January 2016. Following this a portfolio of work must be submitted for assessment by the Society of Local Council Clerks (SLCC). The SLCC are the awarding body for CiLCA. The cost of submitting the portfolio to gain the qualification is £250 and would be due for payment from the training budget in January 2016.
- Updated first aid training is required for both the office and outdoor teams as current certificates are due to expire. Training will be arranged for the New Year via St John's ambulance to ensure the Council has a sufficient number of officers trained.
- Anne Elliott-Flockhart will be attending a Search Engine Optimisation course in December 2015. This is a free training session offered by our IT providers. It is hoped this will help us improve the Council website search engine, making it more efficient and documents easier to find.
- Upcoming appraisals will cover potential training requirements with individual staff members.