

Sandy Town Council

Minutes of a meeting of the Human Resources Committee of Sandy Town Council held virtually via Zoom on Monday 22nd March 2021 at 7:30pm

Present: Cllrs P Aldis, P Blaine, W Jackson, A M Hill (Chair), C Osborne, M Pettitt, and S Sutton

In attendance: Mr C Robson (Clerk)

| | <u>Action</u> |
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| <p>1 Apologies for absence (HR-32-2020/21) No apologies were received.</p> | |
| <p>2 Declarations of interest (HR-33-2020/21) i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i></p> | |
| <p>3 Minutes of the Previous Meeting (HR-34-2020/21) RESOLVED to receive the minutes of the extraordinary meeting of the Human Resources committee held on Wednesday 27th January 2021 and to confirm them as a correct record of proceedings.</p> | Admin |
| <p>4 Public Participation (HR-35-2020/21) There were no members of the public present.</p> | |
| <p>5 Health and Safety / Accident Report (HR-35-2020/21) It was noted that there were no health and safety issues or accidents to report since the last meeting of the committee.</p> | |
| <p>6 Training Report (HR-36-2020/21) Members noted a report on training undertaken. Cllr Sutton commented that the Parish Carbon Tool, training in which she attended, was now up and running for use by parishes.</p> <p>The Clerk asked Members for their thoughts on managing training opportunities which arise for Councillors to ensure Members get the opportunity to attend, but that training was kept within budget. Members felt that participation could be limited to representatives with reports made back to all Councillors. The Clerk would bring a proposal forward to the next meeting of the committee.</p> | |
| <p>7 Employee Handbook Review (HR-37-2020/21)</p> <p>i) Members reviewed and approved the Equal Opportunities Policy.</p> <p>ii) Members reviewed and agreed the Equal Pay Policy.</p> | |

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- iii) Members reviewed the Alcohol and Drugs policy. It was agreed that the policy should refer to the disciplinary policy and that attending work under the influence would be considered gross misconduct.

The policy was approved subject to inclusion of disciplinary steps to be taken in the event of someone attending work under the influence.

- iv) Members reviewed the Anti-Bribery Policy. A councillor commented that he had looked into the matter and a high percentage of Council bribery cases involved Councillors rather than staff. It was questioned whether the policy should include Councillors. Members stated that as this was the employee handbook it should not and that the Code of Conduct covered this in terms of councillors.

It was confirmed that the review date for policies would be included in the updated handbook.

8 Chairman's Items (HR-38-2020/21)

There were none.

9 Date of next meeting(HR-39-2020/21): 5th July 2021

10 COMMITTEE IN PRIVATE SESSION (HR-40-2020/21)

Exclusion of the Public and Press

It was proposed and agreed that 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, proposed and agreed that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

11 Staffing Matters (HR-39-2020/21)

- i) Members received and noted sick leave figures for the year. A Member asked that it be put on record that it was positive that sick levels were low given the events of the last year and that the Council had managed well.
- ii) Members received and noted the increase in the national Living Wage and asked that the Clerk bring forward a report to the next meeting on the salary scales of the two employees on the National Living Wage.
- iii) Members received and noted a report on annual leave from the Town Clerk and it was **RESOLVED** to permit the roll-over of employees additional unused annual leave days into the 2021/22 holiday year.

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- iv) Members received and noted a staffing matters report. Members held a brief discussion on the return to face to face meetings and the challenges that might be faced in accommodating these if the government do not extend the remote meeting regulations beyond 7th May 2021.

Members stressed that there did need to be a recognition of increased workloads which have been impacted recently. It is important to review the Council's Action Plans and flag up when there are resource pressures. Some items may need to be put on hold or removed if new things are added. A Member commented that when considering Action Plans the Council must also look at what tasks Councillors themselves might be able to perform, given individual experience and expertise.