

Sandy Town Council

To: Cllrs N Aldis, P Blaine, A M Hill (Chairman), W Jackson, C Osborne, M Pettitt, and S Sutton
c.c. A Gibson, T Knagg, 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 9th September 2019 commencing at 7.30pm.



Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
3rd September 2019

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 3rd June 2019 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.

Date	Employee	Accident	Measures
19/6/19	Groundsman	Object went under visor whilst strimming causing abrasion to eye	Incident not reported until 24/6/19
26/7/19	Groundsman	Cut hand when moving jockey wheel on Betchco	Hand cleaned and antiseptic applied. Betchco needs more greasing
21/8/19	Admin Team Leader	After bending down to get into safe, got up and hit top of head on the shelf above resulting in sore & tender head, dizziness, disorientation and general headache	Symptoms monitored

6 Training Report

To receive a report on employee and Councillor training undertaken or planned.

Appendix I

7 Human Resources and Health and Safety Support

To consider the Council's current contract for Human Resources support.

Appendix II

8 Personal Protection Equipment

To consider whether logoed t-shirts are required for members of staff working at Council events or representing the Council at events.

Appendix III

9 Chairman's Items

10 Date of Next meeting: 23rd December 2019

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.

Sandy Town Council

12 Staffing Matters

- i) To receive and note employee sick leave figures for the financial year to date.
- ii) To receive a recommendation following the end of a staff member's probation period.
- iii) To confirm an increase in salary scale point for an employee who has successfully completed the required training.
- iv) To receive a report on the resignation of a grounds man.
- v) To consider the impact of the new depot building on the outdoor team staffing.

Confidential

SANDY TOWN COUNCIL

COMMITTEE: Human Resources
DATE: 2 September 2019
AUTHOR: Town Clerk
SUBJECT: Training and Conferences

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
Agriculture Tractor Driving and related operations	Shuttleworth College	G Elliott-Turner	Successfully Completed Two Day Course (July 2019) NPTC Level 2 Award	£350
SLCC – Local Branch training	SLCC	C Robson	Websites and GDPR.	NA

The following training/conference has been booked and is due to be completed;

Training	Provider	Participants	Comment	Cost
CBC Planning Training	CBC	Cllrs Sharman and Knagg	19 th September (Knagg) 26 th September (Sharman)	Nil
SLCC National Conference	SLCC	C Robson – Clerk	1 st – 3 October 2019 National conference and National forum.	£375
New Councillor Training	BATPC	Cllrs Hewitt & Lock	3 rd October 2019	£60
Chairmanship Training	BATPC	Cllr Gibson	9 th October 2019 Training provided by NALC on meeting Chairmanship.	£40
NALC Conference	NALC	Cllr Pettitt	28 th /29 th October 2019 NALCs Annual Conference. Mayor or Deputy traditionally attend.	£210
Risk Assessments <i>Cancelled and To be re-booked</i>	PNC	Clerk, Grounds & Admin Team Leaders	Legal Background What employers, employees and volunteers need to know Health and Safety risk assessments Safety in respect of event organising	£200

AGENDA ITEM 6**APPENDIX I**

			Dealing with accidents in the workplace and other areas including investigations The legislation in practice Contracted work and its safety - Cemeteries; open spaces; street lighting	
Introduction to Local Council Administration	SLCC	Katie Barker	Recognised SLCC online course which acts as an introduction to local council administration. Requirement of progression to pay scale 18.	£99

The following training has been identified for completion as soon as it becomes available at a suitable location. Interest has been flagged with each of the training providers listed below.

Training	Provider	Participants	Cost
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

SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 2 September 2019

AUTHOR: Town Clerk

SUBJECT: External Human Resources Support

1. Summary

- 1.1 The Council had a year's agreement with its HR and Health and Safety advisor. The contract, which was a shift from the style of previous contractors was based on a retainer with additional costs for services as they arose. The council now needs to consider entering a new year's agreement with the provider.
- 1.2 The HR committee also previously agreed to have the advisor carryout a review of all employment documentation and the company handbook and provide necessary updates at a cost of £500. This work would be completed in the new contract period.

2. Recommendation

- 2.1 That the Council continue with its current HR provider for a further year.

3. Costs

- 3.1 The provider, who previously worked on a retainer of £400 and additional costs for certain services has changed the way it operates. The cost of the service has increased to include Health and Safety reviews and employment policies reviews and updates as a standard part of its contracted agreement. This also includes unlimited advice over the phone.
- 3.2 The cost for a further year's agreement with the provider would be £1,200, which would include Human Resources and Health and Safety support, the review an implementation of all employment policies and documentation and Health and Safety assessments of Council owned property.

SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 2 September 2019

AUTHOR: Town Clerk

SUBJECT: PPE for Council Staff

1. Summary

- 1.1 Following staff attendance at recent events, such as the opening of the community stand and the Sandy Show, it has been suggested that clothing with 'Sandy Town Council' on it be provided for any member of staff working at an event or representing the Council.
- 1.2 The provision of a uniform would allow staff to be identified as a representative of the Council at events and provide a level of PPE that means personal clothing would not be damaged at the event (resulting from lifting etc).

2. Cost

- 2.1 Polo shirts such as those worn by the outdoor team with Sandy Town Council embroidery cost £16.97.
- 2.2 Round neck t-shirts with Sandy Town Council embroidery cost £11.83.

3. Recommendation

- 3.1 That staff working at events or representing the Council are provided with a polo shirt with STC embroidery.

4. Outdoor Staff T-Shirt Request

- 4.1 A Member of the outdoor team has requested to wear round neck t-shirts as opposed to the polo shirts which are currently worn by the grounds team. He has stated this is because he gets hotter in polo-shirts which irritates his skin. Members are asked to consider whether they wish to approve a change in the current uniform arrangements.