

Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, L Ivanciu-Wilkinson, C Osborne, P Sharman and S Sutton
c.c. J Ivanciu-Wilkinson, R Lacey, A Lock, R Lock, M Pettitt, M Scott, 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 5th December 2022 commencing at 7.30pm.



Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
30th November 2022

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 Extra Ordinary Human Resources Committee meeting held on Monday 3rd October 2022 and to approve them as a correct record of proceedings.

4 Public Participation Session

Sandy Town Council

Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.

5 Health and Safety / Accident Report

To receive and note a verbal report from the Clerk detailing accidents that have occurred since preparing the last meeting of the Human Resources Committee agenda.

6 Training Report

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

Appendix I

7 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.

8 Staffing Matters

- i) To receive and note employee sick leave figures for the financial year to date.
- ii) To receive and consider Staffing Report from the Clerk.
- iii) To receive and consider outcome of staff exit interview

Confidential
Appendix II

Confidential
Appendix III

Confidential
Appendix IV

9 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 READMITTANCE OF THE PRESS AND THE PUBLIC** To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

10 Changes in Staff

To receive and note the following changes to staffing:

- Resignation of Katie Barker, leaving date 28th October 2022
- Resignation of Anne Elliot-Flockhart, leaving date 25th October 2022
- Resignation of Sam Coburn, leaving date 5th September 2022
- Recruitment of Laura Dove as Community Engagement Officer, start date 28th November 2022
- Recruitment of Ian Reed as Deputy Clerk, start date 5th

Sandy Town Council

December 2022

- Position of Civic and Planning Officer currently vacant.

11 Chairman's Items

12 Date of Next meeting: 13th March 2023

AGENDA ITEM 6**APPENDIX I****SANDY TOWN COUNCIL****COMMITTEE:** Human Resources**DATE:** 5th December 2022**AUTHOR:** Town Clerk**SUBJECT:** Training and Conferences**Training**

The following training or seminars have been completed by staff and Councillors since the last meeting of the Human Resources Committee:

Training	Provider	Participants	Cost	Date
Understanding Planning	CPRE	Jennifer Ivanciu-Wilkinson and Lorraine Ivanciu-Wilkinson	£60.00	30.11.2022
Finance for Councillors	BATPC	Jennifer Ivanciu-Wilkinson	£30.00	17.11.2022

The following upcoming training has been arranged;

Training	Provider	Participants	Cost	Date
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The following training/seminars/conferences are available and have been flagged for possible interest to Councillors;

Training	Provider	Venue	Cost	Date
Finance for Councillors	BATPC	Online	£30.00	Various dates through to 13.07.2023
VAT for VAT Registered Councils	BATPC	Online	£30.00	13.12.2022, 23.02.2023,

AGENDA ITEM 6**APPENDIX I**

				25.04.2023, 06.07.2023
Role of the Internal Audit	BATPC	Online	£30.00	08.12.2022, 17.01.2023, 02.05.2023
Internal Controls	BATPC	Online	£30.00	Various dates from 10.01.2023 16.02.2023 05.07.2023
VAT Partial Exemption	BATPC	Online	£30.00	22.11.2022, 04.05.2023, 27.06.2023
Procurement	BATPC	Online	£30.00	15.12.2022 24.01.2023 09.03.2023 16.05.2023 22.06.2023 11.07.2023

AGENDA ITEM 6**APPENDIX I**

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
Abrasive Wheels	High Speed Training	Grounds Team	£30.00 per candidate
Initial Sports Line Marking	Lantra Awards	3X Grounds Team Member on site	£875.00 for three Members
Tractor Trailed Implements	Shuttleworth College	2 X Grounds Team Member	£350.00 each
Principles of Safe Handling and Application of Pesticides (PA1) Level 2	Shuttleworth College	2 X Grounds Team Members	£265.00
Playground Inspection		Grounds Team Members	
Basic Tree Survey & Inspection	Bedford College	Grounds Team Member	£195
Grounds Maintenance and Management	Institute of Groundsmen	Outdoor Team	£900 for on-site based training course.
Use of social media	TBD – possibly in house	Councillors (Some councillors have expressed wish to learn more about using Facebook and Instagram)	TBD
Press Releases and Social Media for Local Councils	Costs being sought from various providers.	Clerk/Admin Team/Councillors	Unknown
Microsoft Office for Local Councils	SLCC	Admin Team	Unknown
Building Resilience and dealing with difficult conversations	TBD	Admin and Outdoor Team	TBD
Contracts and Procurement	BATPC	Clerk – N Sewell	£30.00

AGENDA ITEM 6**APPENDIX I**

Local Government Pension Scheme	Local Government Association	Admin Team Leader	No Cost
Health & Safety/Working at heights- Ladder control	RoSPA and CPD accredited (Online course)	Outdoor Team	£15 per user
Routine Playground Inspection	TBD	Outdoor Team	TBD
FILCA – Finance for Local Council Administration	SLCC	Clerk and Admin Team Leader	£144.00 per candidate
Budgeting for Clerks and Finance Staff	BATPC	Clerk and Admin Team Leader	£30.00 per candidate.
Internal Controls	BATPC	Clerk and Admin Team Leader	£30.00 per candidate
Cemetery Management and Burial Records	ICCM through SLCC	Deputy Clerk and Community Engagement Officer	TBC