

Sandy Town Council

Minutes of a meeting of the Human Resources Committee of Sandy Town Council held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 17 November 2014

Present: Cllrs Aldis, Groom, Jackson, Osborne, Runchman and Sutton (Chairman)

Absent: Cllr Pettitt

In attendance: Town Clerk

Actions

1 **Apologies for absence**

Apologies for absence had been received from Cllr Pettitt.

2 **Declarations of interest**

- i) *Disclosable Pecuniary Interests - none*
- ii) *Non-disclosable Interests - none*

3 **Minutes of previous HR Advisory Group meeting**

RESOLVED to approve the minutes of a meeting of the HR Committee meeting held on 9 October 2014 as a correct record of proceedings.

4 **Health and Safety/Accident Report**

A report from the Town Clerk on health and safety at work had been circulated in advance of the meeting. The Town Clerk also gave an oral report on a recent near miss involving the groundstaff team when an item of equipment had fallen of a vehicle. The Clerk confirmed that all staff members would be reminded that failure to secure a load on a vehicle was misconduct and could result in disciplinary proceedings.

RESOLVED to note the report.

5 **Staff Training**

A report from the Town Clerk on staff training had been circulated and this was discussed. It was noted that no members of staff had failed any qualifications for which they had been trained, the reason only two members had attained playground equipment operational qualifications was that only two had been entered for the qualification on grounds of cost.

RESOLVED to note the report.

RESOLVED that under the Public Bodies (admission to Meetings) Act 1960 (as extended) members of the public and press should be excluded from the meeting for the remaining items of business as discussion of these items would involve the likely disclosure of confidential personal information as defined as exempt information in Part 1 of Schedule 12a of the Local Government Act 1972 (personal and confidential data).

6 **Matters affecting officer efficiency/Council's responsibilities as an employer**

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A confidential report from the Town Clerk concerning matters affecting officer efficiency and council's responsibilities as an employer including copies of correspondence from members of the public was discussed. An oral report on additional correspondence was given. The Town Clerk was asked to provide additional information on legal costs.

Town Clerk

RESOLVED to note the report.

Members discussed a confidential briefing which had been provided to HR Committee Members concerning boundaries and confidentiality.

RESOLVED to circulate the briefing to all members of council noting the committee's concerns about breaches of confidentiality and their impact on the staff team.

7 **Staff Performance**

A confidential report from the Clerk on staff performance matters had been circulated before the meeting and this was discussed.

RESOLVED to note the report and to record the committee's appreciation of the work of Mrs Anne Elliott-Flockhart and Mrs Val McFarlane during a period when they had covered the work of another colleague who was absent for 4 weeks. The Town Clerk was thanked for proposing and welcoming the employment of her predecessor on a temporary basis.

Town Clerk

8 **Staff Premises and Restructure**

A report on progress with the restructure of Sandy Town Council staff team had been circulated in advance of the meeting and this was discussed. Members noted information about the changed NMW which had been applied to the payroll where relevant. Future payment of the NLW was discussed. There was no further information available about the structural changes.

Town Clerk

RESOLVED that the staff consultation period would begin on 1 December 2014 after the Christmas Lights.

RESOLVED that pay scales would be considered again following the structure.

Town Clerk
and all
members

8 **HR Sub-Committee**

The Mayor gave an oral report on issues raised by the Town Clerk during with the sub-committee and discussion followed

RESOLVED to hold a further meeting of the sub-committee as soon as possible.

RESOLVED to hold a meeting of the HR Committee on Monday 22 December 2014.

Clrs
Sutton,
Jackson
and
Runchman

Town Clerk