

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 4th April 2022 at 7:30pm

Present: Cllrs P Aldis, J Hewitt, W Jackson (Chairing), C Osborne and S Sutton

In attendance: Mrs N Sewell (Clerk), Cllr P Sharman

The Chair of the meeting called for a minute's silence in remembrance of Cllr M Hill, former Chair of the Committee.

	<u>Action</u>
<p>1 Apologies for absence (HR-41-2021/22) Apologies were received from Cllr Blaine.</p>	
<p>2 Declarations of interest (HR-42-2021/22) i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i></p>	
<p>3 Minutes of the Previous Meeting (HR-43-2021/22) RESOLVED to receive the minutes of the meeting of the Human Resources committee held on Monday 20th December 2021 and the extraordinary meeting held on Monday 12th January 2022 and to confirm them as a correct record of proceedings.</p>	Admin
<p>4 Public Participation (HR-44-2021/22) The Clerk read out 4 questions for the Committee from a member of the public regarding agenda item 6. Clerk to respond accordingly.</p>	Clerk
<p>5 Health and Safety / Accident Report (HR-45-2021/22) Members noted that there were no accidents to report.</p>	
<p>6 Training Report (HR-46-2021/22) Members noted the training report.</p>	
<p>Members agreed in principle for the Outdoor Team to undertake routine Playground Inspection training. Clerk to supply what other courses were on offer over and above the one being run by The Play Inspection Company.</p>	Clerk
<p>It was RESOLVED the outdoor team should undertake an online Health & Safety Ladder Control training course at a cost of £15 per user.</p>	
<p>Members requested the Clerk rectify an oversight on the training report by including any training outstanding from the previous year before the next meeting.</p>	Clerk

Sandy Town Council

Cllr Hewitt to undertake BATPC provided training 'Finance for Councillors'
– Clerk to book.

Clerk

7 Flexible Working (HR-47-2021/22)

It was **RESOLVED** for the Clerk (and/or other officers) to adopt a later working time for days when evening meetings are to be covered.

8 Hybrid Working (HR-48-2021/22)

It was **RESOLVED** that the Clerk work from home one day a week (Thursday) for a trial period of 6 months.

9 Chairman's Items (HR-49-2021/22)

There were none.

10 Date of next meeting: 4th July (HR-50-2021/22)

11 COMMITTEE IN PRIVATE SESSION (HR-51-2021/22)

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.

12 Staffing Matters (HR-52-2021/22)

Members **received and agreed** the recommendations from the Clerk on the following matters:

- employee sick leave figures for the financial year 2020/21 to date
- staffing matters
- ongoing staffing matters, and
- recruitment.

13 Recruitment of Outdoor Team member (HR-53-2021/22)

Members noted the report and it was **RESOLVED** to start the recruitment process for a new Outdoor Team Member with a minor amendment to the recruitment timeline with a desired 'immediate' start date.

Members asked for Temporary Cover to also be explored to cover the current staffing shortfall in the staffing of the Outdoor Team.

Sandy Town Council

14 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE- ADMITTANCE OF THE PRESS AND THE PUBLIC (HR-54-2021/22)

It was **RESOLVED**: that the confidential business having been concluded, the Press and the Public be readmitted to the meeting.

Meeting closed at 20.32