

# Sandy Town Council

## Minutes of a meeting of the Human Resources Committee of Sandy Town Council held virtually via Zoom on Monday 5<sup>th</sup> July 2021 at 7:30pm

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

**In attendance:** Mr C Robson (Clerk)

	<u>Action</u>
<p><b>1 Apologies for absence (HR-1-2021/22)</b> No apologies were received.</p>	
<p><b>2 Election of Human Resources Committee Deputy Chairman for the Council year 2021/22 (HR-2-2021/22)</b> Cllr W. Jackson was nominated and seconded to act as Deputy Chairman for the 2021/22 Council year. No other nominations were received. <b>RESOLVED</b> to elect Cllr. W. Jackson as Deputy Chairman for the forthcoming council year.</p>	
<p><b>3 Declarations of interest (HR-3-2021/22)</b> i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i></p>	
<p><b>4 Minutes of the Previous Meeting (HR-4-2021/22)</b> <b>RESOLVED</b> to receive the minutes of the extraordinary meeting of the Human Resources committee held on Wednesday 22<sup>nd</sup> March 2021 and to confirm them as a correct record of proceedings.</p>	Admin
<p><b>5 Public Participation (HR-5-2021/22)</b> There were no members of the public present. The Clerk informed Members that he had received two communications from members of the public who asked that Councillors be informed of their thanks to administrator Katie Barker for her extremely helpful assistance on a number of matters. Members echoed their thanks to all the staffing team for their work over the last year.</p>	
<p><b>6 Health and Safety / Accident Report (HR-6-2021/22)</b> It was noted that there were no health and safety issues or accidents to report since the last meeting of the committee.</p>	
<p><b>7 Training Report (HR-7-2021/22)</b> Members noted a report on training undertaken. The Clerk commented that it included his attendance at local branch meetings for Members' information.</p>	

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It was agreed Cllrs Gibson and Hewitt attend the NALC Future High Streets training and be asked to report back to the Council on the training undertaken.

It was agreed that Cllrs Aldis and Gibson attend the NALC Planning Powers training and report back to the Council.

Noted that Chris Dainton had passed his chainsaw training course.

## **8 Employee Handbook Review (HR-8-2021/22)**

- i) Members reviewed and approved the Stress Management Policy. It was **RESOLVED** to approve the policy subject to adding in the role of the Chairman of HR to act as a point of contact for the Clerk and staff.
- ii) Members reviewed and **RESOLVED** to agree the Managing Relationships at Work Policy.
- iii) Members reviewed and **RESOLVED** to agree the Whistleblowing Policy.
- iv) Members reviewed and **RESOLVED** to agree the Lone Working Policy.

A Member asked how many more policies there were to review as part of the handbook. The Clerk said that he believed there were five, including compassionate leave and parental leave policies.

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

There were none.

- 10 Date of next meeting (HR-10-2021/22):** 20<sup>th</sup> September 2021. It was agreed that the meeting start at 6:15pm. Members noted that as there was a Full Council meeting at 7:30pm this might not give the committee sufficient time to discuss matters. It was agreed that an extraordinary meeting may be held to complete the handbook policies.

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

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.

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## **12 Staffing Matters (HR-12-2021/22)**

- i) Members received and noted employee sick leave figures for the financial year to date.
- ii) Members received and noted a Covid-19 Staffing/Council matters update. Members noted the government's most recent announcement on the lowering of restrictions and the potential dates for the ending of homeworking and returning to face-to-face meetings in the chamber.

A Member raised a query over the change in formalities at meetings and whether there needed to be any thought in how Councillors addressed each other at meetings (ie by first name, or as Cllr, or as title such as Chairman). Members did not feel there was much of a need to address the matter, but that at Full Councils, Members should refer to the Mayor by his/her title and that when members of the public are present, Members should refer to each other as Councillor for clarity.

- iii) Members received, considered and discussed an update on staffing matters. The Committee considered requests within the report and advised the Clerk and Chairman of the Human Resources committee on how it wished to proceed in relation to those staffing matters raised.