

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 18th March 2024 at 7.30pm

Present: Cllrs N Aldis, J Hewitt, A Lock, R Lock, P Sharman (Chair) and S Sutton

Absent: Cllr Osborne

In attendance: Mrs. N Sewell (Clerk)

	<u>Action</u>
1 Apologies for absence (HR -41-2023/24) Cllr Osborne	
2 Declarations of interest (HR-42-2023/24) i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests – none</i> iii) <i>Dispensations - none</i>	
3 Minutes of the Previous Meeting (HR-43-2023/24) RESOLVED to receive the minutes of the meeting of the Human Resources Committee held on Monday 27 th November 2023 and to confirm them as a correct record of proceedings.	
4 Public Participation (HR-44-2023/24) There were no members of the public present.	
5 Health and Safety/Accident Report (HR-45-2023/24) Members received a report stating that one incident had occurred since the last meeting of the Committee. RESOLVED to note the report.	
6 Training Report (HR-46-2023/24) Members received a training report from the Town Clerk. RESOLVED to note the report.	Clerk
7 NALC Model Contracts (HR-47-2023/24) Members received a report from the Clerk about NALC’s new model contract. RESOLVED to recommend to Full Council to adopt the new Model Contract but that the Clerk seek guidance from PNC regarding the correct procedure to move staff over and the need for any employee consultation on the matter beforehand.	Town Clerk
8 COMMITTEE IN PRIVATE SESSION (HR-48-2023/24) It was proposed and agreed that in terms of schedule 12a of the Local Government Act 1972, the following items will be likely to	

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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.

9 STAFFING MATTERS (HR-49-2023/24)

- i. Members received employee sick leave figures for the financial year to date.
RESOLVED to note the report
- ii. Members received a report regarding progress against Staff Appraisals
RESOLVED to note the report and agree the recommendation that an incremental pay increase be awarded to all staff from 1st April. It was also agreed that the Town Clerk's incremental rise be awarded in lieu of her appraisal which would take place later in April 2024.
- iii. **Exit Interviews**
Members received a report from the Clerk outlining key comments from staff exit interviews in November 2023.
RESOLVED to note the report.
- iv. **Member/Officer Communication**
Members received a verbal report from the Clerk outlining ways to improve current Member/Officer communications and interactions. Following the signing of the Civility and Respect Pledge the Clerk said it was important to promote a 'one team' approach to Officers and Members and that incidences of 'them and us' behaviour should be minimised.

The Clerk reported that from her observations the following behaviours would help create a better working relationship across the team:

- Asking clear, concise questions
- Leaving sarcasm and derogatory remarks out of conversations
- Members only to report concerns about officer behaviour or workmanship through the formal channels, i.e., that officer's line manager, the Town Clerk (or if the matter relates to the Town Clerk the Mayor). Matters should not be commented on or discussed with other officers on an informal basis.
- Confidential items must be treated as Confidential items. Discussion/mentioning such items to officers outside of the Committee meeting is a clear breach of the Code of Conduct

Clerk

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and undermines the work of the Committee and Clerk as Team Leader.

- The Clerk must feel that she has the support of Members to undertake the day-to-day management of the employed team. As such any request by Members of Officers should come through the Clerk to enable the tasks to be delegated appropriately. The only exception to this would be any actions agreed in Committee meetings.

The Clerk finished by saying that everyone needed to be mindful of the language, tone of voice and body language they used when interacting with each other and that as 'one team' we all needed to treat each other respectfully.

RESOLVED to note the report and the Clerk's comments.

10 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC (HR-50-2023/24)

RESOLVED that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

Clerk

11 Staff Changes (HR-51-2023/24)

- Appointment of Community Engagement Officer – start date 18th December 2023
- Appointment of Civic Officer –start date 18th December 2023
- Appointment of Temporary Administrator – start date 22nd February 2024

RESOLVED to note the update.

12 Chairman's Items (HR-52-2023/24)

The Clerk informed Members that the Deputy Clerk had received a date for a medical procedure of 18th April. It was not known at this time how/what the recovery time for the operation would be. The Clerk and Deputy Clerk would work together to minimize any disruption to the team during this period.

13 Date of Next meeting: (HR-53-2023/24)

1st July 2024

Meeting closed at 20.33