

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 5th December 2022 at 7:30pm

Present: Cllrs P Aldis, P Blaine, J Hewitt, C Osborne, P Sharman (Chair) and S Sutton

Absent: Cllrs L Ivanciu-Wilkinson,

In attendance: Mrs N Sewell (Clerk) and Cllr M Pettitt

1	Apologies for absence (HR-39-2022/23)	Action
	Apologies were received from Cllr L Ivanciu-Wilkinson	
<hr/>	2 Declarations of interest (HR -40-2022/23) i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests – Councillor Blaine declared a non-disclosable interest for item 6 for being the Chair of BATPC</i> iii) <i>Dispensations - none</i>	
<hr/>	3 Minutes of the Previous Meeting (HR -41-2022/23) RESOLVED to receive the minutes of the meeting of the Extra Ordinary meeting of Human Resources committee held on Monday 3 rd October 2022 and to confirm them as a correct record of proceedings.	Admin
<hr/>	4 Public Participation (HR-42-2022/23) There were no members of the public present.	
<hr/>	5 Health and Safety / Accident Report (HR-43-2022/23) Members received a verbal accident report from the Clerk. One member of the Outdoor Team bumped their head when getting into the work van resulting in a small cut to it. No further injuries were sustained, and the employee reported no further action was necessary. RESOLVED to note the report.	
<hr/>	6 Training Report (HR-44-2022/23) Members received a report from the Clerk on Staff and Member Training. Members requested that any Member who undertakes training complete a report to council to share their learning and report on the effectiveness of the training.	Clerk

Sandy Town Council

The clerk reported training had not been taken forward recently as she was waiting for new employees to pass their six month probationary period first.

Members requested the Clerk contact BATPC to see what group training might be available/possible to organise to keep costs to a minimum.

RESOLVED to note the report.

The Chair of the meeting moved item 10 to be considered at this stage before going into private session.

7 COMMITTEE IN PRIVATE SESSION (HR-45-2022/23)

Exclusion of the Public and Press

Cllrs M Pettitt left the meeting (19.59)

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC RESOLVED that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

8 Staffing Matters (HR-46-2022/23)

i) **(Confidential)** Members received and noted employee sick leave figures for the financial year 2022/23 to date.

The Clerk gave an update on one staff members' long term absence. She reported that she had met with the Member of staff on 2nd November to discuss options for a return to work. She had advised the member of staff that those options could include a phased return, temporary part-time hours or working from home, whatever might be necessary to facilitate the employee's return to work following a long term absence. The Clerk advised the staff member that they must do what was needed to ensure their longer term good health.

Following that meeting the member of staff provided the Clerk with a further note from their GP signing them off as unfit for work for a further 12 weeks, which will take the absence up to 22nd December.

The Clerk is to explore if there are any options for financial recovery to cover staff long term absences.

ii) **(Confidential)** Members received and considered a report from the Town Clerk on staffing matters and made the following recommendations to be considered at Full Council:

Sandy Town Council

- To extend the contract for one temporary member of staff until Friday 13th January 2023 and review the need for ongoing support in the new year.

iii) **(Confidential)** Members received and considered a report from the Town Clerk regarding a staff exit interview. The Clerk shared findings from the report and made suggestions on how working practices could be improved in the future.

A Member queried if all staff leavers had received an exit interview. The Clerk reported that the Council did not have a policy that set out all staff should be automatically offered an exit interview. The Clerk had taken advice from the Council's HR Consultants on this matter and the reason one particular member of staff had been offered an exit interview was due to one of their stated reasons for resignation. The Clerk confirmed that no members of staff had approached her to request an exit interview.

RESOLVED to note the report. The Clerk is to report back on timings for Staff Annual reviews at the March meeting of the HR Committee.

9 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

RESOLVED that the confidential business having been concluded, the Press and Public be re-admitted to the meeting. **(47-2022/23)**

10 Changes in Staff (HR-48-2022/23)

Members received a report on staff movement since the last meeting. **RESOLVED** to note the report and to report that the Caretaker had taken on the extra duties and subsequent hours that had resulted in the resignation of the Office Cleaner. A new contract had been drawn up and signed.

Clerk

11 Chairman's Items (HR-49-2022/23)

There were none

12 Date of Next Meeting (HR-50-2022/23)

Monday 13th March 2023

Meeting closed at 20.40