

Sandy Town Council

To: Cllrs N Aldis, T Cole, A M Hill (Chairman), W Jackson, C Osborne,
M Pettitt, S Sutton
c.c. P Blaine, T Knagg, G Leach, M Scott, D Sharman, P Sharman,
J Sparrow, N Thompson

You are hereby summoned to attend a meeting of the Human Resources Committee of Sandy Town Council to be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 19th March 2018 commencing at 7.30pm.

Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
13th March 2018

A G E N D A

1 Apologies for absence

2 Declarations of interest

Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non-disclosable Interests*
- iii) Dispensations*

3 Minutes of Previous Meeting

To consider the minutes of the Human Resources Committee held on Monday 11th December 2017 and to approve them as a correct record of proceedings.

Previously
circulated

4 Public Participation Session

Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.

Sandy Town Council

5 Health and Safety / Accident Report

To note that there have been no work place accidents to report since the last meeting of the Human Resources Committee.

6 Training

- i) To note the Bedfordshire Association of Local Town and Parish Councils spring training courses. APPENDIX I
- ii) To receive a report on Councillor and staff training undertaken and courses attended since the last committee meeting. APPENDIX II
- iii) To receive and review a checklist for the next level of the Council award scheme with a view to achieving the award by September 2018. APPENDIX III

7 Managing Council Meetings

To receive and consider report from the Town Clerk on managing the time of scheduling of Council meetings.

APPENDIX IV

8 Equalities Policy

To review the Council's Equalities Policy.

APPENDIX V

9 Chairman's Items

10 Date of Next meeting: 11 June 2018

11 COMMITTEE IN PRIVATE SESSION

RECOMMENDED 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, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

12 Staffing Matters

- i) To receive and note staff sick leave figures for the 2017/18 financial year. Confidential
- ii) To receive and consider a staffing matters report from the Town Clerk. Confidential

Bedfordshire Association of Town & Parish Councils Training Programme Spring/Summer 2018

Data Protection/GDPR £10 per delegate

A 2.5 hour general GDPR briefing aimed at clerks and other officers

Monday 26th March am 10.00 am -12.30 pm (am session now fully booked)

Monday 26th March pm 2.00 pm – 4.30 pm Old Warden Village Hall

Local Council Clerk – Core Skills £275 per delegate

Covers the basics of local council administration and prepares officers for CiLCA

Thursday: 19th & 26th April, 10th, 17th & 24th May, 7th June 2018

10.15 am – 13.00 pm

Baystrait House Biggleswade

Financial Management for Councillors £30 per delegate

Essential guidance for councillors on council's responsibilities for financial management

Tuesday 10th July 7.30 pm – 9.30 pm Baystrait House, Biggleswade

General Power of Competence £20 per delegate

For Clerks who need to update their CiLCA qualification and for councillors

Wednesday 25th April 7.30 pm - 9.00 pm Baystrait House, Biggleswade

CiLCA Revision £50 per delegate

For Clerks and other officers registered for CiLCA who have previously attended CiLCA training

Tuesday 26th June 10.00 am – 13.00 pm Baystrait House, Biggleswade

New Councillor Induction Training £25 per delegate

Covers the basics for newly elected councillors and others who have not previously attended councillor training

Tuesday 22nd May 7.30 pm – 9.30 pm Renhold Village Hall

Tuesday 17th July 7.30 pm - 9.30 pm Streatley Village Hall

continued overleaf

Bedfordshire Association of Town & Parish Councils Training Programme Spring/Summer 2018

Chairmanship 1

£30 per delegate

Covers the role of the Chairman, preparing for meetings, the agenda and knowing the rules

Wednesday 6th June 7.30 pm – 9.30 pm Baystrait House, Biggleswade

Chairmanship 2

£30 per delegate

Covers chairing styles, managing the meeting, handling conflict, stimulating discussion, ethics and diversity

Thursday 5th July 7.30 pm – 9.30 pm Baystrait House, Biggleswade

Chairmanship 3

£30 per delegate

Covers managing the input of the public and visiting speakers, handling the media, and the PR role of the Chairman

Wednesday 5th September 7.30 pm – 9.30 pm Baystrait House, Biggleswade

Courses held in Baystrait House are limited to 8 delegates.

All prices quoted are the BATPC member council rate.

Please phone Tracy Moorhouse on 01767 312669 or email admin@batpc.co.uk for a booking form and to check availability

Places on any of the above courses can only be confirmed on receipt of a completed booking form and payment of the appropriate course fee.

SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 19 March 2018

AUTHOR: Town Clerk

SUBJECT: Training

The following training has been completed by Staff since the last meeting;

Training	Participants	Comment	Cost
CiLCA	Town Clerk	Town Clerk to confirm completion of CiLCA and focus on attaining the second level of the Council Award Scheme as next action	
Appraisal Training	Town Clerk	Training provided by BATPC on carrying our appraisals, what is required and how it should be managed	£10
National Association of Local Councils – Larger Council Conference (1 day)	Town Clerk	Attendance at NALC conference. Report presented to Council. (CPD points earned)	£185

The following training or courses/seminars have been attended by Councillors since the last meeting;

Training	Participants	Comment	Cost
Heartland Transport Seminar	Cllrs Pettitt/Scott	Verbal report issued to Full Council	£0
Police Priority Setting Meeting	Cllrs Aldis/Thompson		£0
Appraisal Training	Cllr M Hill	Training provided by BATPC on carrying our appraisals, what is required and how it should be managed	£0
National Association of Local Councils – Larger Council Conference (1 day)	Cllr C Osborne	Attendance at NALC conference. Report presented to Council.	£185



The council confirms by resolution at a full council meeting that it publishes online:

Criteria	Do you meet these criteria?	Where are these published online?
1 Draft minutes of all council and committee meetings within four weeks of the last meeting	Yes	http://www.sandytowncouncil.gov.uk/downloads/meeting-minutes
2 A Health and Safety policy	Yes	Action: Upload Health and Safety handbook to Council website
3 Its policy on equality	Yes	http://www.sandytowncouncil.gov.uk/downloads/policies
4 Councillor profiles	Yes	http://www.sandytowncouncil.gov.uk/the-council/councillors/your-councillors
5 A community engagement policy involving two-way communication between council and community	Yes	http://www.sandytowncouncil.gov.uk/downloads/policies
6 A grant awarding policy	Partial	STC has a grants procedure. Policy document based on procedure is to be written up and recommended
7 Evidence showing how electors contribute to the Annual Parish or Town Meeting	Partial	Sign in sheets from Annual Town Meetings can be provided, along with any questions submitted. Further development of the Town Meeting should be considered.
8 An action plan and related budget responding to community engagement and setting out a timetable for action and review	NO	Action plan (with review dates) to be developed following consultation and adoption of the Community Plan.
9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	Yes	http://www.sandytowncouncil.gov.uk/downloads/annual-reports-and-accounts Press releases and issues of the Bulletin can be provided electronically
10 Evidence of helping the community plan for its future	Partial	Completion of the Community Plan will provide evidence base to meet criteria.

The council also confirms by resolution at a full council meeting that it has:

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
1 a scheme of delegation (where relevant)	YES	http://www.sandytowncouncil.gov.uk/downloads/policies
2 addressed complaints received in the last year	YES	Send electronic version of any complaints received in the last year and evidence of action taken (this is recorded in a file held in the Council office)
3 at least two-thirds of its councillors who stood for election	YES	Send details of which Councillors were co-opted and which were elected.
4 a printed annual report that is distributed at locations across the community	YES	Electronic version of Annual Report to be sent along with list of locations (Library, Council reception)
5 a qualified clerk	Partial	Send qualification certification
6 a clerk (and deputy) employed according to nationally or locally agreed terms and conditions	YES	Clerk is employed according to national (SLCC) agreed terms and conditions
7 a formal appraisal process for all staff	Partial	Write up of appraisal process to be sent. HR to agree policy based on current process.
8 a training policy and record for all staff and councillors	YES	http://www.sandytowncouncil.gov.uk/downloads/policies Electronic record of training to be sent.

SANDY TOWN COUNCIL

COMMITTEE: Human Resources
DATE: 19 March 2018
AUTHOR: Cllr M Hill, Chairman of the Human Resources Committee
SUBJECT: Discussion Paper for the Management of Council Meetings

Management of Meetings

In the vast majority of instances, Council meetings are not over long and onerous, but there have been a couple of notable exceptions when combined meetings have lasted in excess of three hours.

It is very difficult for anyone to concentrate for this length of time and it is important to remember from a well-being point of view, that the administration staff and a good number of Councillors have already had a full working day before they get to a Council meeting. Furthermore, Council meetings should not prevent those taking part from having a proper meal beforehand. It is considered good practice generally not to let any meeting go on for more than about two hours without some sort of break.

The following suggestions might help to ease the overall meeting workload a little:

- There should not be more than one presentation on a particular evening.
- Meetings should not start before 18.45. Quite often there is a sizeable gap between meetings which is simply dead time.
- If a particular issue is likely to engender lengthy discussion or a special meeting in its own right, the Council should consider bringing in buffet refreshments for those taking part. This is normal practice in business and education circles and it happens if we attend CBC evening events.
- Agendas could be simplified by having information bullet points with on-line references for particular topics which do not require discussion or a Council decision. The consultation on changes to bin collections is one example.
- Councillors could be encouraged to reply more regularly to e-mails from the Clerk seeking a particular view or feedback. If it is clear the majority of Councillors favour or disapprove of a particular issue, this will potentially save the Clerk a good deal of work in preparing a particular agenda item.

SANDY TOWN COUNCIL**Equal Opportunities Policy –
Employees and applicants for employment**

- 1.1 The Council is an equal opportunity employer. We are committed to ensuring within the framework of the law that our workplaces are free from unlawful or unfair discrimination because of Protected Characteristics as defined by the Equality Act 2010. We have adopted this policy as a means of helping to achieve these aims.
- 1.2 The Protected Characteristics are –
- 1.2.1 Age
 - 1.2.2 Disability
 - 1.2.3 Gender Reassignment
 - 1.2.4 Race
 - 1.2.5 Religion or Belief
 - 1.2.6 Sex
 - 1.2.7 Sexual Orientation
 - 1.2.8 Marriage and Civil Partnership
 - 1.2.9 Pregnancy and Maternity

We aim to ensure that our employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria.

2. What is unlawful discrimination?

- 2.1 **Direct discrimination** – when someone is treated less favourably than another person because of a Protected Characteristic.
- 2.2 **Associative discrimination or discrimination by association** – direct discrimination against someone because they associate with another person who possesses a Protected Characteristic.
- 2.3 **Discrimination by perception** – direct discrimination against someone because it is thought that they possess a particular Protected Characteristic even if they do not actually possess it.
- 2.4 **Indirect discrimination** - occurs where an individual's employment is subject to an unjustified provision criterion or practice which e.g. one sex or race or nationality or age group finds more difficult to meet, although on the face of it the provision, criterion or practice is 'neutral'.
- 2.5 **Harassment** – unwanted conduct related to a relevant Protected Characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. You may complain of such offensive behaviour even if it is not directed towards you personally.

- 2.6 **Harassment by a third party** – harassment of employees by third parties such as customers or clients.
- 2.7 **Victimisation** – when an employee is treated less favourably because they have made or supported a complaint or raised a grievance about unlawful discrimination or are suspected of doing so.

3. **Commitment**

The Town Council is committed to promoting equality and diversity, providing an inclusive and supportive environment for all. In the implementation of this policy the Town Council will;

- 3.1 ~~We are committed~~ to ensuring that all of our employees and applicants for employment are protected from unlawful discrimination in employment.
- 3.2 Recruitment and employment decisions will be made on the basis of fair and objective criteria.
- 3.3 Person and job specifications will be limited to those requirements which are necessary for the effective performance of the job.
- 3.4 Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary and relevant.
- 3.5 All employees have a right to equality of opportunity and a duty to implement this policy. Discrimination is a serious disciplinary matter which will normally be treated as gross misconduct.
- 3.6 Ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 3.7 Treat part time staff fairly and equally.
- 3.8 Promote an environment free of harassment and bullying on any grounds.
- 3.9 The Council recognises that training and development are crucial to ensure that officers have the skill, knowledge and appropriate behaviour to implement its Equal Opportunities Policies.
- 3.10 Disciplinary action under the disciplinary procedure shall be taken against any employee who is found to have committed an act of unlawful discrimination. Discriminatory conduct and sexual or racial harassment shall be regarded as gross misconduct.
- 3.11 Anyone who believes that he or she may have been disadvantaged on discriminatory grounds should raise the matter through the Council's grievance procedure.

4. Responsibility for Implementation

- 4.1 The Town Council has ultimate responsibility for the effective implementation of the policy. The policy will be reviewed by the Human Resources Committee at least every two years. The Town Clerk will oversee the implementation of this policy. The Town Clerk has delegated responsibility for co-ordinating the day to day operation of the policies and procedures.