

# Sandy Town Council

To: Cllrs N Aldis, A M Hill (Chairman), W Jackson, C Osborne, M Pettitt, J Sparrow and S Sutton  
c.c. P Blaine, T Cole, T Knagg, G Leach, M Scott, D Sharman, P Sharman, 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 11th June 2018 commencing at 7.30pm.

Chris Robson

Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
5th June 2018

## A G E N D A

### 1 Apologies for absence

### 2 Election of Vice Chairman

To receive nominations and elect a Vice Chairman of the Human Resources Committee for the 2018/19 civic year.

### 3 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*

### 4 Minutes of Previous Meeting

To consider the minutes of the Human Resources Committee held on Monday 19<sup>th</sup> March 2018 and to approve them as a correct record of proceedings.

Previously  
circulated

# Sandy Town Council

## 5 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.

## 6 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.

## 7 Quality Parish Award

To consider the outstanding action points required to achieve the next level of the Quality Parish Award Scheme.

APPENDIX I

## 8 Information for Potential Councillors

To receive and consider an information pack for potential Candidates in Council elections.

APPENDIX II

## 9 Procedure for the Election of Mayor and Deputy Mayor

To receive clarification on the procedure for electing the Mayor and Deputy Mayor and consider how the transition between Mayors operates.

APPENDIX III

## 10 Chairman's Items

## 11 Date of Next meeting: 24th September 2018

## 12 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.

## 13 Staffing Matters

i) To receive and note staff sick leave figures for the 2018/19 year to date.

CONFIDENTIAL

ii) To receive and consider a staffing matters report from the Town Clerk.

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**AGENDA ITEM 7**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Human Resources  
**DATE:** 11 June 2018  
**AUTHOR:** Town Clerk  
**SUBJECT:** Quality Parish Award

**1. Summary**

- 1.1 At the last meeting of the Human Resources Committee it was agreed that the Council would aim to submit an application for the next stage of the Quality Council Award scheme in September 2018. It was noted that there were still some criteria that the Council did not meet.
- 1.2 Following the last meeting more criteria have been met, including the adoption of a formal Grants Procedure.
- 1.3 There are still some outstanding criteria which the Council needs to work towards fulfilling over the next three months.

**2. Outstanding Award Criteria**

- 2.1 The Council has met the majority of the criteria for the next level of the Quality Council Award Scheme. However, there are three outstanding points that the Council will need to fulfil to apply for the next level of the award scheme.

<b>Criteria</b>	<b>Action</b>	<b>Responsible</b>
Evidence of helping the community plan for its future	<p>Completion of the Community Plan should provide a sufficient evidence base to meet criteria.</p> <p>Consultation process to be agreed by Chair of Community Plan Group. It has been proposed that the consultation starts on 18<sup>th</sup> June and ends on 16<sup>th</sup> July. Working Group to meet on week of 16<sup>th</sup> July to consider results of consultation, with a view to presenting a revised version for adoption by Council on 6 August 2018.</p>	<p>Chairman of the Community Plan working Group</p> <p>Mayor</p> <p>Clerk</p>

**APPENDIX I**

<b>Criteria</b>	<b>Action</b>	<b>Responsible</b>
Action plan and related budget responding to community engagement and setting out a timetable for action and review	Action plan to be developed based on the actions outlined in the community plan and the Councils current projects.  The action plan will need to include budget allowance for each of the actions. To cover a three year period.  Draft Action Plan to be drawn up for review by Policy, Finance and Resources 23 <sup>rd</sup> July 2018.	Mayor  Deputy Mayor  Chairman of PFR  Clerk
A formal appraisal process for all staff	An appraisal process is in place but formal procedure to be written for submission as evidence.	Chair of HR  Clerk

- 2.2 It is proposed that the Clerk aims to get a report confirming that all criteria have been met to a meeting of the Full Council on 17<sup>th</sup> September 2018. The Council could make the relevant resolutions to make an application for the next level of the award at that meeting if criteria are met.

**AGENDA ITEM 8**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Human Resources

**DATE:** 11 June 2018

**AUTHOR:** Town Clerk

**SUBJECT:** Information for Prospective Councillors

**1. Summary**

- 1.1 At the last meeting of the Human Resources Committee Members asked that some information be pulled together for prospective Councillors ahead of the 2019 elections. Members expressed concern that prospective Councillors may not understand the level of commitment and attendance at meetings which is required by a Councillor.
- 1.2 The Clerk has begun the process of writing an election 'pack' which can be made available on the Council's website and to any persons interested in becoming a Councillor.
- 1.3 It should be noted that the Clerk would meet with any person who expressed an interest and wanted to learn more about the Council, its projects and processes.
- 1.4 The information below concentrates on expectations on prospective Councillors' time as there was a concern over available clear information to show applicants what would be expected. This can be built into a more comprehensive information pack including;
  - Map of Sandy Parish Boundary and Wards
  - Support and training available for new Councillors
  - Sandy Town Council areas of responsibility / CBC areas of responsibility
  - Legal responsibilities of a Councillor as set out in legislation and the Council's Code of Conduct
  - Services provided by Sandy Town Council
  - Staffing structure and staffing responsibilities
  - Copy of the Code of Conduct, Standing Orders and Scheme of Delegations
- 1.5 Ahead of the 2019 elections it would be advisable for the Council to hold information sessions for prospective Councillors, which could be run by the Clerk.

## 2. Information for Prospective Town Councillors

Sandy Town Council is the parish authority for Sandy Town. The Town Council comprises of 15 Councillors who are elected for a 4-year term. The next ordinary Town Council election will be held in May 2019. Councillors who are elected at a subsequent by-election or are co-opted to fill a casual vacancy during the course of the 4-year term will hold office until the end of the 4-year term.

Town Councils are the fourth tier of government after Parliament, the County Council and the District Council and its legal powers are granted to it and regulated by various government acts. The Town Council supplements the provision of local government services in Sandy and provides a range of facilities and services, while promoting and representing the town with other national and statutory bodies. For example, the Town Council acts as a consultee and lobbying force with the unitary authority (Central Bedfordshire Council) putting forward the wishes and needs of the local community.

The Civic year begins in May and the election of the Mayor and Deputy Mayor is held at the Annual Council Meeting. The four committees are agreed, and each committee vote for their Chairmen and Deputy Chairmen.

### Person Specification

Criteria
Over 21 and on the electoral register
A resident of the parish for which you are standing (although there are certain exceptions)
Able to attend regular evening meetings
Interest in local issues and things which affect people.
Keen to improve the local environment and quality of life.
An understanding and willingness to represent the views of the whole community.
An interest in learning and developing your role in the community

### Description of the Town Councillor Role

Town Councillors are community leaders who represent the aspirations of residents who live in their parish and endeavour to achieve them. Town Councillors also have close links with local community groups, schools and churches within the parish.

- A Councillor's normal term of office is 4 years.
- He/She is the holder of a public office and not a volunteer.
- The main job of a Councillor is to participate in the collective decision-making processes of the Council and represent residents views.

- He/she has no authority to make decisions about Council business on his/her own.
- A Councillor's financial and certain other interests in Council business must be transparent.
- He/she is subject to obligations set out in the Code of Conduct adopted by the Council.
- Sandy Town Councillors do not receive any remuneration other than travel expenses although an allowance is made to the Mayor.

As part of a local council you will have responsibility for running local services which may include: open spaces, play areas, village halls and potentially much more.

- Calculating how much to raise through council tax in order to deliver your Council's services.
- Influencing and shaping the long-term development policy for the parish, and as part of the planning process, comment on planning applications in the parish.
- Improve the quality of life and the environment in their local area.
- Working to identify issues which are important to the lives of the residents you represent.
- Working to bring about improvements through local projects, lobbying other service providers and working in partnership with other parishes and agencies.

### **Meetings & Committees**

A meeting of all Councillors, known as Full Council happens approximately once every six weeks. All Councillors receive a summons to this meeting from the Town Clerk. An agenda setting out the business to be transacted at the meeting is issued with the summons.

Sandy Town Council has two committees which also meet on a six-week cycle.

- Policy, Finance and Resources
- Community Services and Environment

Sandy Town Council has one committee which meets on a three-week cycle

- Development Scrutiny

Councillors will be expected to sit on two of the above committees. Therefore, during a six-week period a Councillor would be expected to regularly attend up to four meetings; one meeting of Full Council and two committee meetings.

It should be noted that the six week cycle is subject to public holidays which may reduce or lengthen the time between meetings.

The Council also has a Human Resources committee which meets four times a year. If elected to the Human Resources Committee, a Councillor is expected to attend the quarterly meetings as well as the meetings of the other committees they sit on.

All Council and committee meetings are held in the Council Chamber at the Town Council offices. A printed calendar of meetings is presented to Full Council for approval prior to the start of each Council Year. This allows all Members to have an input into the scheduling of meetings for the upcoming year.

Council meetings are held on Monday evenings and the start times for meetings are detailed below;

Full Council	7:30pm
Community Services and Environment	7:30pm
Policy, Finance and Resources	7:30pm
Development Scrutiny	6:45pm
Human Resources	7:30pm

The Council can decide to alter the start time of a meeting should a need arise. This might be the case if there is a long agenda or presentations from external parties are to be given.

### **Representatives to Community and Local Organisations**

Sandy Town Council appoints Councillors to act as representatives to organisations and groups within the town. Representatives are normally agreed at the request of a particular group/organisation who wish to have Council input, involvement or a 'go to' Council representative. Councillors' involvement as representatives in the local community develops the Council's greater understanding of the role of these organisations and groups.

The term of office for representatives is normally for a period of one year commencing from the Annual Council Meeting in May. Town Council representatives are expected to regularly attend meetings of the organisation they represent and where appropriate take an active part in its operations and report back to the council at an as or when basis during the year. At least one report to Council is required annually.

### **Working Groups**

Membership of Working Groups is agreed at the first meeting of the relevant committees. Working Groups will be set up for the purpose of completing a specific role or project. They will have been set a terms of reference by the parent committee. Meetings of working groups may be during the day or on an evening depending on the wish of its members.

### **Councillor Surgeries**

The Town Council runs six Councillor surgeries per year and asks for Councillors to volunteer to attend one of these surgeries. The surgeries take place in the Council Chamber on Saturdays for approximately two hours.

### **Annual Town Meeting**

The Town Council has a statutory responsibility to hold an Annual Town Meeting. This is usually held in the Sandy Upper School theatre hall in April or May. The Annual Town Meeting is not a Council meeting and therefore summons to attend are not issued to Councillors.

The Council has the responsibility for organising the Annual Town Meeting and the Mayor, or in his/her absence, the Deputy Mayor must Chair the meeting. Attendance at the meeting by Councillors helps support the Mayor and Council officers and gives Councillors another opportunity to engage with residents of the Town and other public bodies.

### **Civic Events**

Councillors are invited to attend various civic occasions throughout the civic year ranging from the Mayors' Civic Reception, to the Remembrance Day Parade and the Annual Carol Service.

Attendance at such events is not a requirement but does provide valuable support to the Mayor and gives Councillors further opportunities to meet with other local representatives, organisations and residents. Councillors' attendance at civic events also helps promote the role of the Council within Sandy.

**AGENDA ITEM 9**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Human Resources

**DATE:** 11 June 2018

**AUTHOR:** Town Clerk

**SUBJECT:** Procedure for the election of Mayor and Deputy Mayor

**1. Summary**

- 1.1 A Councillor informed the Clerk that Members of the public had queried the procedure for the election of Mayor and Deputy Mayor and whether there was an agreed policy which was followed by Council. The election of Mayor is governed by the legislations set out in the Local Government Act 1972.
- 1.2 The following report is intended to provide some background on the matter and explain what is expected of Mayor. The report could be developed into a Civic Protocol for incoming Mayors if required.

**2. Background**

- 2.1 Section 245 (6) of the Local Government Act 1972 gives Parish Councils the power by resolution to allow themselves the title of Town Council and the Chairman of the Town Council is entitled to the style of 'Town Mayor'.
- 2.2 When the change was made from the Sandy Urban District Council and Sandy Town Council was formed, it became able to apply section 245 (6) of the Act. Along with other local towns, Sandy made the decision to have a Mayor. A 'Town Mayor' has the same rights and duties as a Parish Council Chairman.

**3. The Councillor becoming Mayor**

- 3.1 The Mayor is formally elected by the Council at the Annual Council Meeting in May. The formal election of the Mayor can only happen at this meeting as set down in the Local Government Act 1972. If more than one nomination is put forward at the meeting, the Council will select the successful candidate in accordance with the Council's Standing Orders.
- 3.2 The Mayor's term in office is for one civic year and during this time the Mayor continues to be a member of the Council and presides over the meetings of the Full Council.

**4. Managing the Transition between Mayors**

- 4.1 During the end of a Mayor's term there is a period when invitations are received by Council for the next Civic year. These invitations would not be accepted by the current Mayor as they will be for a date when a new Mayor may be in office.
- 4.2 In such instances the Mayor's Secretary will respond to invitations to confirm receipt and inform the organisation/individual that following the election of the Mayor in May, a formal response will be sent to the invitation. The majority of invitations will be from other local authorities who follow similar procedures. However, in some cases the invitation will be community based rather than civic based and, in these cases, the relevant parties will be alerted that an invitation has been received (e.g Twinning).

**5. Role of The Mayor**

- 5.1 Duties which the Mayor may carry out include:
- a) Organising events to raise funds for the Mayor's chosen charities
  - b) Acting as host on behalf of the Council at functions organised by the Council
  - c) Attending functions within Sandy and neighbouring areas as a ceremonial representative of the Council
  - d) Undertaking official openings or presentations within Sandy on behalf of the Town Council
- 5.2 The Mayor will choose their own consort who can be either a partner, fellow Councillor, or a family member or friend. If the consort is female, she may be referred to as the Mayoress.
- 5.3 The Mayor has a number of statutory functions as set out below:
- a) The Mayor, when present, must preside over the meetings of the Full Council and the Annual Town Meeting
  - b) The Mayor has casting vote in the event of equality of votes
  - c) The Mayor should ensure, together with the Town Clerk, that the Council makes legal decisions
  - d) The Mayor has a duty to ensure the agenda is followed correctly and that Standing Orders are properly applied

**6. Support for the Mayor**

- 6.1 Support for the Mayor is provided by the Mayor's secretary. This is not a full-time role and is carried out by a part time administrator alongside other duties, mainly administering planning applications and development scrutiny meetings. The Mayor's secretary helps the Mayor in organising his term of office, including assisting with event organisation and managing invitations.

6.2 Support is also provided by the Town Clerk and other staff. However, it is helpful if a support mechanism is set up amongst Councillors to support the Mayor and Deputy in carrying out their roles.

## **7. Mayor's Charities**

7.1 The Mayor's Charity traditionally raises funds for one or more local charities or good causes. It is advisable to choose the organisations to be supported at an early stage. The Mayor may decide to support as many organisations as they wish.

7.2 The chosen organisation(s) will be notified and all funds raised at the events to be held by the Mayor will be donated to the chosen organisation(s) at the end of the Civic year.

7.3 Funds raised for the Mayor's charities cannot be used for any other purpose other than as a donation to the charity identified when the funds were raised, save for covering all reasonable costs to raise the funds.

7.4 Charity events vary with individual Mayors and any events the Mayor wishes to organise should be organised with the Mayor's Secretary.

## **8. Cheque Presentation**

8.1 The Mayor will announce the total amount raised for their charity at the Annual Meeting and present cheques to representatives from chosen organisations.

## **9. Mayor's Allowance**

9.1 The Mayor may be paid an allowance to meet the expenses of the office (*LGA 1972, s15(5) and 34(5)*). The Local Government Act does not stipulate the type or category of expenditure for which the Mayor may use the Civic Allowance. However, it is commonly described as 'recompense for the expenses of maintaining the dignity of the office'. It is important for the Mayor to plan expenditure over the year as once the budget level has been reached, no payments can be made.

## **10. Support by Deputy Mayor**

10.1 The Deputy Mayor will support the Mayor throughout the year by representing the Council when the Mayor is unavailable or has another engagement.

10.2 If the Mayor is not present at a Full Council meeting, the Deputy Mayor will preside.

10.3 Notwithstanding the presence of the Mayor, the Deputy Mayor is permitted to wear insignia at Council Meetings and Civic Events within the Town.

10.4 Invitations to the Deputy Mayor should be dealt with as follows:

- a) Invitations to functions should not be sent to the Deputy Mayor. All invitations should be sent for consideration by the Mayor first and, if the Mayor cannot attend, it may be appropriate to 'pass down' an invitation firstly to the Deputy Mayor, then another Councillor chosen by the Mayor.
- b) On an occasion when the Deputy Mayor is invited to a function in their own right, there should be a clear procedure, whereby the invitation is shown formally by the Mayor's Secretary to the Mayor, in order that there is no misunderstanding.

**11. Invitations to Councillors**

- 11.1 Invitations to Councillors other than the Mayor or Deputy Mayor, to represent the town or the Town Council, should be dealt with in the same way as invitations to the Deputy Mayor.