

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 16th February 2016 at 7.00 p.m.

Meeting commenced at 7.30 p.m. following Full Council Planning.

PRESENT: Councillors: Mrs J Dent, (Chairman), Mrs H Frank, (Deputy Mayor, ex-officio), W Phillips (Mayor, ex-officio).

ALSO PRESENT: Councillor Austin, R Lane - Town Clerk.

APOLOGIES: Councillors: J Brady, Mrs S Hooper MBE, A Killea. .

HEALTH AND SAFETY ANNOUNCEMENTS

The Chairman informed those present of the actions required in the event of a fire or emergency.

70/15/16 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

71/15/16 DECLARATIONS OF INTEREST

- a. Declarations from Members of any registerable (5A of the Interim Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting
- c. Dispensations required

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
None			

72/15/16 QUESTIONS FROM THE PUBLIC

None.

73/15/16 HEALTH AND SAFETY

The Town Clerk reported that health and safety inspections are ongoing.

It was **RESOLVED** to note.

74/15/16 TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED

No training requests were received.

Members received a report of staff training undertaken to date.

It was **RESOLVED** to note.

75/15/16 BUDGET STATEMENT

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

76/15/16 STAFFING

- a. Cemetery Warden – Retirement.

The Town Clerk reported that the Cemetery Warden retirement date is 1st March 2016.

It was **RESOLVED** to invite the Cemetery Warden to the next meeting of the Burial Board/Authority.

- b. To approve the probationary period completion of the Administration Officer.

It was **RESOLVED** to approve.

- c. To consider – minute taking and production of minutes for working groups and other associated official council meetings.

The Chairman reported that she had conducted a survey of working parties and other associated groups as to which required minute taking and the production of minutes.

The Chairman informed members that STIG and ASBO had requested minute taking and production of minutes support.

It was **RECOMMENDED** that members of staff be offered the opportunity to conduct the work outside of their contracted working hours in order to maintain full operational staffing.

d. Staff Welfare – Transport.

Members considered the welfare of staff members travelling home by public transport after meetings finishing later than 9 p.m.

It was **RESOLVED** that a taxi be provided for staff utilising public transport to travel home after meetings finishing later than 9 p.m.

e. To note Annual Appraisals and incremental points.

The Chairman reported that staff appraisals had been successfully conducted by herself and the Town Clerk as per council policy.

It was **RESOLVED** to note the appraisals had been conducted and award incremental points.

f. To note revised salary scales.

The Town Clerk reported job descriptions and contracts had been updated to reflect the revised salary scales.

It was **RESOLVED** to note.

g. Job descriptions.

Members considered job description revisions arising from the staff appraisals.

It was **RESOLVED** that:

1. The Finance Officer job description include “To attend Committee meetings and Full Council as required”.
2. The Receptionist p.m. title be retitled Receptionist/Planning Administrator.

77/15/16

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the press/public be excluded from the meeting for the following item of business.

Members considered an issue relating to a motion received for Full Council.

It was **RESOLVED** that the Town Clerk be instructed to withdraw the motion received for Full Council.

78/15/16 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To resolve that that the public and press be re-admitted to the meeting.

79/15/16 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY

None.

80/15/16 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR

None.

81/15/16 TO CONSIDER PRESS RELEASES OR ARTICLES REQUIRED

None.

82/15/16 DATE OF NEXT MEETING

Tuesday 19th April 2016

Rising at 8.35 p.m.

Signed: _____
Chairman

Dated: _____