

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 21st June 2016 at 7.00 p.m.

PRESENT: Councillors: J Brady, Mrs J Dent, (Deputy Mayor, ex-officio), Mrs H Frank, (Mayor, ex-officio), A Killeya, W Phillips, Mrs J Rance.

ALSO PRESENT: R Lane - Town Clerk.

APOLOGIES: Councillors: None.

Mayor in the chair.

HEALTH AND SAFETY ANNOUNCEMENTS

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

15/16/17 **TO APPOINT A CHAIRMAN**

It was **RESOLVED** to appoint Councillor Mrs J Dent.

16/16/17 **TO APPOINT A VICE CHAIRMAN**

It was **RESOLVED** to appoint Councillor J Brady.

17/16/17 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

18/16/17 **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			

19/16/17 **QUESTIONS FROM THE PUBLIC**

None.

20/16/17 **HEALTH AND SAFETY**

The Town Clerk reported that the annual Health and Safety Inspection and review of the council policy will take place in July, following which the policy will be presented to Full Council for signing by the Chairman.

It was **RESOLVED** that an annual report be made to Staffing Committee for it to review any accidents or near misses.

21/16/17 **TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

Members received a report on forthcoming staff training and that undertaken to date.

It was **RESOLVED** to approve ICCM Certificate training in Cemetery Management, Cemetery and Crematorium Law and Administration for the Senior Administration Officer.

The Senior Administration Officer use some of the post's annual flexible hours to undertake the training subject to a timescale agreement with the Town Clerk and the needs of the council to be reviewed in 6 months.

22/16/17 **BUDGET STATEMENTS**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

Prior to the next item the Town Clerk declared an interest and remained in the meeting.

23/16/17 **STAFFING**

- a. Pay Award 2016-18.

The National Joint Council for Local Government Services (NJC) have agreed a 1% pay increase for 2016 and 2017. The pay increase will apply to all local council staff employed on NJC terms including the SLCC/NALC model contract.

It was **RECOMMENDED** to approve subject to compliance with the Living Wage Policy.

24/16/17 **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.

- 25/16/17** a. Administration and Support Staffing Resources – to receive a report from the Staffing Working Party on a staffing structure review.

It was **RESOLVED** that the Town Clerk produce documents relating to emerging draft proposals.

- b. Senior Administration Officer update.

It was **RESOLVED** to note.

26/16/17 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

27/16/17 **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None.

28/16/17 **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR**

None.

29/16/17 **TO CONSIDER PRESS RELEASES OR ARTICLES REQUIRED**

None.

30/16/17 **DATE OF NEXT MEETING**

Tuesday 20th September 2016 at 7.00 p.m.

Rising at 9.05 pm.

Signed: _____
Chairman

Dated: _____