

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 20th September 2016 at 7.00 p.m.

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

ALSO PRESENT: Councillor R Bickford (Part), R Lane - Town Clerk.

APOLOGIES: Councillors: Mrs J Rance.

Councillor Mrs J Dent in the chair.

HEALTH AND SAFETY ANNOUNCEMENTS

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

31/16/17 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

32/16/17 **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. | | | |

33/16/17 **QUESTIONS FROM THE PUBLIC**

None.

34/16/17 **HEALTH AND SAFETY**

- a. To receive an annual report on accidents and near misses.

The Town Clerk reported that there had been no notifiable accidents or near misses to date.

It was **RESOLVED** to note.

The Mayor reported the independent Annual Health and Safety Inspection had taken place and that the consultant had expressed his praise regarding the council's high standard of administration and practical application of health and safety.

It was **RESOLVED** to note the Grounds and Premises Warden's involvement in achieving the standards.

The Chairman informed members that agenda item 10 would be taken next to allow Councillor Bickford to leave the meeting upon its conclusion.

35/16/17 STAFFING

Waterfront and Town Warden S106 Application

Members considered a proposed S106 application for the appointment of a Waterfront and Town Warden relating to the potential devolution of the Waterside facilities and amenities from Cornwall Council.

It was **RESOLVED** that:

1. The Staffing Committee supports the S106 application for the appointment of a Waterfront and Town Warden subject to an end date for the post of 1st April 2018.
2. A Staffing Working Group comprising of:
Councillors Dent, Brady, Bickford, the Grounds and Premises Warden and Town Clerk will meet on Wednesday 28th September 2016 at 4.15 to determine details of the post to include training, salary level, job description and insurance.

Councillor Bickford left the meeting.

CALC Report

Members considered the progress of the Calc report.

It was **RESOLVED** the Mayor update members of council on progress to date.

Clear Desk Practice

Councillor Brady asked if a clear desk practice was in place.

It was **RESOLVED** that the Town Clerk will check with staff on their clear desk practice to ensure no private or sensitive documents are left in public accessible areas.

Staffing Structure Review – To consider emerging draft proposals.

It was **RESOLVED** that a non-formal meeting of the Staffing Committee be held on Thursday 22nd September 2016 at 5 pm to review progress.

36/16/17 **LOCAL GOVERNMENT PENSION SCHEME 2014**

Members reviewed the LGPS 2014 Scheme Employers Discretion Policy.

It was **RESOLVED** to re-approve the policy with no amendments or updates.

37/16/17 **BUDGET STATEMENT**

a. To receive the current Committee budget statement.

Councillor Killeya referred to the underspend on Caretaker's hours.

It was noted the underspend related to a down turn in bookings of the Guildhall.

It was **RESOLVED** to refer the down turn in bookings to the Policy and Resources Committee to undertake a review of hall lettings, marketing and competition.

38/16/17 **TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

Members noted the report on training undertaken to date and that the Chairman had approved the Finance Officer to attend the Cornwall Pension Fund Employers Meeting under the Chairman's delegated authority.

It was **RESOLVED** to note.

39/16/17 **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.

Senior Administration Officer

The Chairman updated members.

It was **RESOLVED** to note.

40/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

41/16/17 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY

None.

42/16/17 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR

None.

43/16/17 TO CONSIDER PRESS RELEASES OR ARTICLES REQUIRED

None.

44/16/17 DATE OF NEXT MEETING

Tuesday 15th November 2016 at 7.00 p.m.

Rising at 9.30 p.m.

Signed: _____
Chairman

Dated: _____