



# Saltash Town Council

Konsel An Dre Essa



The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

15th December 2017

Dear Councillor,

I write to summon you to a meeting of the **Staffing Committee** to be held at the Guildhall on **Thursday 21<sup>st</sup> December 2017 at 2.00pm.**

Yours sincerely,

R Lane  
Town Clerk

To:

J Brady	J Dent - (Mayor, ex-officio)
G Challen	D Yates - (Deputy Mayor, ex-officio)
J Rance	
G Taylor	Other members of the council for information

## AGENDA

1. Health and Safety Announcements
2. Recording of meetings – please notify the Chairman if you are intending to record this meeting
3. Apologies
4. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting
  - c. To consider dispensations required
  - d. **TO APPROVE** a dispensation to Staffing Committee members to allow setting of budgets and the precept. Without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business
  - e. To Note ongoing dispensations:
    - i. for Councillor Rance to act as Chairman of the Saltash Team for Youth and commissioning of Youth Work.
    - ii. for Councillors Challen and Miller for Full Council and all associated Committees in relation to their roles as representatives of Saltash Town Council on the Chamber of Commerce.
5. Questions from the public
6. Staffing:
  - a. Emerging staff structure  
**Pursuant to FTC 07.12.2017 Minute no.: 428/17/18**

**Staffing Committee – Tuesday 21st November 2017**

**Staffing – Minute no.58/17/18**

It was **RESOLVED** to defer the following items to a future Staffing Committee:

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1. An Assistant Town Clerk be appointed as soon as possible on a pay scale to be agreed by the Staffing Committee funded from General Reserves to 31<sup>st</sup> March 2018.
2. A Devolution Administrator scale 15-17 be precepted for in the 2018/19 budget.
3. Upon the expiry of their current contracts the Town and Waterfront Leader and 3 Town and Waterfront Wardens hours be uplifted from 25 to 37 hours per week on a 3-year fixed term contract funded from General Reserves to 31<sup>st</sup> March 2018.
4. The Town and Waterfront Leader pay scale be uplifted from scale 15-17 to 18-20 upon the implementation of the new contract.
5. Three cleaners be appointed as soon as possible to cover a 7-day operation for cleaning toilets and council buildings. Hours to be determined upon operational requirements. Funded from the outsourced contract budget.
6. A Cemetery Grounds worker be appointed 37 hours per week on scale 15-16.

7. To set the Committee budget for 2018/19

8. Public Bodies (Admission to Meetings Act 1960)

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted

9. Public Bodies (Admission to Meetings) Act 1960

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

10. Reports on exercise of delegated powers under policy

11. Any other urgent staffing matters at the discretion of the Chair

12. To consider any press releases or articles required

13. Date of next meeting: Tuesday 23<sup>rd</sup> January 2018 at 7.00pm