

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Thursday 21st December 2017 at 2 p.m.

PRESENT: Councillors: J Brady, G Challen, J Dent, (Mayor, ex-officio), J Rance, G Taylor, D Yates, (Deputy Mayor, ex-officio).

ALSO PRESENT: R Lane - Town Clerk.

APOLOGIES: Councillors: None.

HEALTH AND SAFETY ANNOUNCEMENTS

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

66/17/18 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

67/17/18 **DECLARATIONS OF INTEREST**

- a. 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. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. 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.

It was **RESOLVED** to approve

- 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.

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
None			

68/17/18 **QUESTIONS FROM THE PUBLIC**

None.

69/17/18 **TO SET THE COMMITTEE BUDGET FOR 2018/19**

It was **RECOMMENDED** that Full Council adopt the budget for 2018/19.

70/17/18 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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.

STAFFING

- a. Emerging staff structure
(Pursuant to FTC 07.12.2017 Minute no. 428/17/18)
 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 31st March 2018.

It was **RESOLVED** to defer pending a further staff structure review.
 2. A Devolution Administrator scale 15-17 be precepted for in the 2018/19 budget.

It was **RESOLVED** to defer pending a further staff structure review.
 3. It was **RECOMMENDED** that upon expiry of their current contracts the Town and Waterfront Leader and 3 Town and Waterfront Wardens hours be uplifted from 25 to 30 hours per week on up to a 3 year fixed term contract (subject to advice from the Human Resource Consultant) funded from General Reserves to 31st March 2018.
 4. It was **RECOMMENDED** the Town and Waterfront Leader pay scale be uplifted from scale 15-17 to 18-20 upon the implementation of the new contract.
 5. It was **RECOMMENDED** two cleaners be appointed as soon as possible on 12 hours a week each 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. It was **RECOMMENDED** a Cemetery Grounds worker be appointed 30 hours per week on scale point 16.
7. It was **RESOLVED** that the temporary agency Administrator be employed up to the 31st March 2018.
8. It was **RESOLVED** to uplift the hours of the Receptionist (Planning) to 37 per week up to 31st March 2018.

71/17/18 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

72/17/18 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY

None.

73/17/18 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR

None.

74/17/18 PRESS RELEASES

None.

75/17/18 DATE OF NEXT MEETING

Tuesday 23rd January 2018 at 7.00 p.m.

Rising at 3.50 p.m.

Signed: _____
Chairman

Dated: _____