

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 23rd January 2018 at 7.00 p.m.

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

ALSO PRESENT: R Lane - Town Clerk.

APOLOGIES: Councillor: G Challen.

HEALTH AND SAFETY ANNOUNCEMENTS

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

86/17/18 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

87/17/18 **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 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			

88/17/18 **QUESTIONS FROM THE PUBLIC**

None.

89/17/18 **HEALTH & SAFETY**

The Town Clerk reported no issues to consider or receive.

It was **RESOLVED** to note.

90/17/18 **TRAINING**

- a. To consider training requests and report back on training.

GDRP

The Town Clerk reported that he is currently sourcing training for staff and councillors in readiness for the introduction of GDRP.

It was **RESOLVED** the Town Clerk receive delegated authority to book appropriate courses as available in conjunction with the Chairman's delegated budget authority.

SLCC Best Practice

The Town Clerk notified members that his next SLCC CPD event is being held on 18th April 2018.

It was **RESOLVED** to note.

Street Works Training

Councillor Brady notified members training has been arranged for the Grounds and Premises Warden and the Waterfront and Town Warden Leader with further training to be identified and organised.

It was **RESOLVED** to note.

Finance Training

The Town Clerk notified and confirmed that consultant induction training and ongoing support is in place and that mandatory CPD professional qualification and associated finance support package training is provided as required and available.

It was **RESOLVED** to note.

91/17/18 **BUDGET STATEMENTS**

- a. To receive the current Committee budget statement. (Appendix A)

It was **RESOLVED** to note.

92/17/18

STAFFING

- a. Emerging staff structure.

It was **RESOLVED** to defer.

- b. Operational staffing.

Cleaners

It was **RESOLVED** to commence the recruitment and appointment of 2 cleaners on 12 hours each per week to cover a 7 day operation. Employment to commence upon the cancellation of the cleaning contract.

Administration

It was **RESOLVED** that:

1. Sufficient additional hours and staffing have been put in place to maintain the administrative function of the council pending the outcome of the emerging staff structure review.
 2. In the absence of the Town Clerk the point of contact a.m. is the Senior Administration Officer and p.m. the Administration Officer.
- c. To review fixed term contracts regarding the Town and Waterfront Wardens.

Members considered advice received from the council's human resource consultant regarding fixed term appointment and permanent contracts.

It is **RECOMMENDED** that the Town and Waterfront Warden Leader and 3 wardens be employed on permanent contracts upon the expiry of their fixed term contracts subject to a review of their job descriptions.

- d. Finance Officer.

The Town Clerk reported that the Finance Officer will be taking up post as of 19th February 2018.

It was **RESOLVED** to note.

- e. To note staff appraisals to be conducted.

It was **RESOLVED** to note that the Vice Chairman of Staffing and Town Clerk will conduct staff appraisals at the earliest opportunity.

f. Staff Welfare

Employee Handbook 2018 Edition

The Town Clerk reported the 2018 edition had been received from the human resources consultant and following checks will be issued.

It was **RESOLVED** to note.

93/17/18 **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.

94/17/18 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

f. Staff Welfare

Annual Leave

It was **RESOLVED** due to extenuating circumstances a member of staff may carry over up to 17.5 days leave from 2017/18 into 2018/19 leave year.

Welfare Support

It was **RESOLVED** that staff welfare support be extended to a member of staff.

95/17/18 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

96/17/18 **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None

97/17/18 **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR**

None

98/17/18 **PRESS RELEASES**

None

99/17/18 **DATE OF NEXT MEETING**

Tuesday 20th March, 2018 at 7.00 p.m.

Rising at

Signed _____

Dated _____