

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 20th March 2018 at 7.00 p.m.

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

ALSO PRESENT: Councillor Warrington (part), R Lane - Town Clerk.

APOLOGIES: Councillor: J Rance (Chairman).

Councillor G Taylor (Vice-Chairman) in the Chair.

HEALTH AND SAFETY ANNOUNCEMENTS

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

100/17/18 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

101/17/18 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 Chair 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			

102/17/18 QUESTIONS FROM THE PUBLIC

None.

103/17/18 HEALTH & SAFETY

No report.

104/17/18 TO CONSIDER TRAINING REQUESTS AND REPORT BACK ON TRAINING:

- a. Equality and Diversity.
(Pursuant to minute no. 504/17/18 FTC 01.02.18)

It was **RESOLVED** to provide off site training for all staff.

It was **RESOLVED** to provide update Sage and advanced Excel training for the Finance Officer.

It was **RESOLVED** to provide weed spraying training for all Wardens.

It was **RESOLVED** that due to a number of challenging client calls received by reception all Administration Staff receive Customer Service telephone conversation handling training.

It was **RESOLVED** to note the staff training record report.

105/17/18 BUDGET STATEMENTS

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

106/17/18 STAFFING

- a. Emerging staff structure.

It was **RESOLVED** to:

1. Support in principle the establishment of an Office Manager post subject to a job description, pay scale and accommodation being determined.
2. To establish the Mayors Parlour as an office for the Town Clerk.

- b. To report back on appraisals.

The Chairman informed members that bar one all staff appraisals had been conducted.

It was **RESOLVED** to note.

- c. Operational staffing.

Members considered the proposed shift patterns and transport options for the toilet cleaners.

It was **RESOLVED** the Vice Chairman and Councillor Brady will review the shift patterns and transport options.

- d. Finance Officer.

The Chairman updated members on the appointment of a Finance Officer.

It was **RESOLVED** to note.

Councillor Warrington left the meeting.

107/17/18 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.

108/17/18 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

Staff Welfare

It was **RESOLVED** that:

1. A member of staff be awarded 3 days bereavement leave.

All future requests will be considered on merit and Councillor Dent will conduct a review of the bereavement leave policy.

2. A member of staff be authorised to carry over 6 days leave into the 2018/19 leave year in addition to the 5 days permitted subject to the leave being taken before the end of April and operational staffing levels being maintained.

109/17/18 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

110/17/18 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY

No report.

111/17/18 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR

No report.

112/17/18 PRESS RELEASES

None.

113/17/18 DATE OF NEXT MEETING

Tuesday 15th May, 2018 at 7.00 p.m.

Rising at 9.15 p.m.

Signed _____

Dated _____