

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Thursday 18th October 2018 at 6.30 p.m.

PRESENT: Councillors: B Samuels, G Challen (Deputy Mayor, ex-officio), J Dent, G Taylor (Chairman).

ALSO PRESENT: Councillor S Miller (part meeting), S Emmett – Finance Officer (part meeting), R Lane - Town Clerk.

APOLOGIES: Councillors: J Brady (Mayor, ex-officio), J Rance (Vice-Chairman).

HEALTH AND SAFETY ANNOUNCEMENTS

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

The Chairman welcomed Councillor B Samuels as a newly elected member of the committee.

44/18/19 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

45/18/19 **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:

| Councillor | Agenda Item | Pecuniary/Non Pecuniary | Reason |
|-------------------|--------------------|--------------------------------|---------------|
| None | | | |

46/18/19 **QUESTIONS FROM THE PUBLIC**

None.

47/18/19 **BUDGET STATEMENTS:**

- a. To receive the Current Committee budget statement.

It was **RESOLVED** that:

1. Policy and Resources Committee be requested to recommend to Full Council that £8350 be vired from Capital Works arising from Devolved Assets and Services (General Reserve – Funds available after planned spend) to the Staffing General budget to cover staffing costs related to services taken up under devolution.
2. The report statement be noted.
 - b. To set the budget for 2019/20

It was **RESOLVED** to recommend the budget for 2019/20 (attached) to the Policy and Resources Committee.

48/18/19 **TO RECEIVE AN UPDATE ON THE APPOINTMENT OF A TOWN CRIER – COUNCILLOR CHALLEN**
(Pursuant to Staffing 10.08.17 minute no. 45/17/18d)

It was **RESOLVED** Councillor Challen will organise a competition to select a Town Crier and that the Chairman of Staffing will be a judge.

49/18/19 **TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

It was **RESOLVED** to note.

50/18/19 **POLICIES:**

- a. Leave.

It was **RECOMMENDED** to approve.

- b. Local Government Pension Scheme.

It was **RECOMMENDED** to approve.

- c. Employee Handbook Update.

It was **RECOMMENDED** to approve updates to the sections relating to:

1. Sickness reporting.
2. Alcohol.

51/18/19 **TO REVIEW TOWN AND WATERFRONT WARDEN TEMPORARY CONTRACT TO 31ST DECEMBER 2018.**

It was **RESOLVED** to approve an extension of appointment to the 31st March 2019 and conduct a further review upon the outcome of devolution negotiations with Cornwall Council.

52/18/19 **VOUCHER REWARD SCHEME**

It was **RESOLVED** to introduce a £20 High Street voucher reward incentive scheme for staff to be reviewed in 12 months.

53/18/19 **CHRISTMAS OPERATIONAL HOURS**

It was **RECOMMENDED** that:

1. A Saltash Day be awarded on 24th December 2018.
2. The Guildhall be closed for the holiday period from Monday 24th December 2018 until Monday 7th January 2019.
3. All operational services will continue during the Christmas period.

Councillor S Miller and S Emmett – Finance Officer left the meeting.

54/18/19 **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.

55/18/19 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

56/18/19 **STAFFING**

- a. Chairman of Staffing report.

It was **RESOLVED** to note.

- b. Line management structure.

It was **RESOLVED** that the updated line management structure be introduced upon the formal transfer of the library.

c. Library update.

It was **RESOLVED** to note.

d. Operational Staffing.

It was **RESOLVED** to note.

e. Administration Job descriptions.

It was **RESOLVED** to note.

f. Staff welfare.

It was **RESOLVED** to note.

g. Bereavement Leave.

It was **RESOLVED** to note bereavement leave had been granted to a member of staff.

57/18/19 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

58/18/19 **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

It was **RESOLVED** to note an item had been taken under minute 56/18/19 d.

59/18/19 **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR**

None.

60/18/19 **PRESS RELEASES**

None.

61/18/19 **DATE OF NEXT MEETING**

Tuesday 15th January 2019 at 7.00 p.m.

Rising at 9.05 p.m.

Signed _____

Dated _____