

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Staffing Committee held on Tuesday 17<sup>th</sup> January 2012 upon the rising of the planning committee at the Guildhall

**PRESENT:** Councillors: A Killeya (Chair), R Austin (part), M Gee, Mrs S Hooper MBE.

**ALSO PRESENT:** R Lane - Town Clerk

**APOLOGIES:** Councillor: M Killeya, C Oakes.

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### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **70/11/12      DECLARATIONS OF INTEREST**

Name	Agenda Item	Personal/Prejudicial	Reason
None			

#### **71/11/12      QUESTIONS FROM THE PUBLIC**

None

#### **72/11/12      HEALTH AND SAFETY**

##### **(a)    Update on Eye Tests for Staff Using Computers**

The Clerk reported that eye test vouchers had now been distributed to staff.

It was **RESOLVED** that the Clerk report back to the next meeting on the number of staff who had made use of the vouchers.

##### **(b)    Update on Air-Conditioning**

The Clerk reported that the unit had been received in a faulty condition and was awaiting removal and replacement. It was confirmed the unit had not been paid for.

It was **RESOLVED** that the report be noted.

##### **(c)    Any other Health and Safety Issues**

The Clerk reported on a fire safety drill that had been recently conducted.

It was **RESOLVED** that staff training associated with the fire drill be recorded in the fire log, and in relevant staff files, and a drill be held for Full Council.

**73/11/12      TRAINING REQUESTS AND REPORT ON TRAINING ATTENDED**

The Clerk reported that the Caretakers and he would be attending the Fixed Penalty course on 26<sup>th</sup> January 2012 at St Austell.

Members considered finance training for the Administration Assistant p.m.

It was **RESOLVED** that:

1. Sage 50 Payroll Stage 1 be approved at a cost of £270 plus travelling costs and that a local training centre be located if possible.
2. Further Sage training stages be considered in next year's budget.
3. A report be made to the next meeting on costs and local options for excel training.

**74/11/12      CURRENT COMMITTEE BUDGET STATEMENT**

Members considered the current budget statement as at 31<sup>st</sup> December 2011,

It was **RESOLVED** that the report be noted.

**75/11/12      BUDGET FOR 2012/2013**

Members further considered and set the budget outturn forecast for 2011/12 and the proposed budget for 2012/13 (copy on file).

It was **RESOLVED** that the budget outturn forecast for 2011/12 and the proposed budget for 2012/13 as set be put to Policy and Resources Committee for consideration.

**76/11/12      FINANCE OFFICER HOURS**

Members considered the issue of additional hours worked by the Finance Officer at periodic parts of the fiscal year.

It was **RESOLVED** that a payment be made in lieu of the hours worked of up to £700 from the staff contingency reserve.

**77/11/12      CARETAKERS HOURS**

Members considered the hours of caretaking worked in relation to the operation of the Guildhall and budget.

It was **RESOLVED** that:

1. That in general the number of caretaker hours worked had scope for reduction without loss of efficiency
2. A member of staff always be present in the building for evening bookings and that cleaning and maintenance be carried out at this time, additional to that necessarily carried out at other times, with a notice being placed at reception to advise the staff work location.
3. That it is not essential to have a caretaker opening up the building every day at 7 am, sat on reception during evening bookings, or present in the building when otherwise staffed, unless there is a specific compelling reason for this.
4. That the hours worked by the casual caretaker be kept to a reasonable minimum.

**78/11/12      SENIOR ADMINISTRATION OFFICER POST UPDATE**

Members considered the post, job description and appointment of a Senior Administration Officer.

It was **RESOLVED** that:

1. The job specification be adopted as amended (copy on file) and the post be established on a temporary basis for 12 months.
2. That the additional hours associated with the post be introduced from February 2012 and any worked prior to April be reduced from the annual allocation for 2012/13.
3. That section ix of the job specification (copy on file) be checked for legality with the South West Councils.

**79/11/12      STATUS OF TOWN CRIER POST AND RECOMMENDATIONS TO THE POLICY & RESOURCES COMMITTEE**

The Chairman presented a paper on the status of the Town Crier.

It was **RESOLVED** that the paper be referred to Policy and Resources Committee.

**80/11/12      POLICIES**

**(a) Equalities Policy**

The Chairman presented a proposed Equalities Policy.

It was **RECOMMENDED** that Full Council adopt the policy subject to consultation with staff.

**(b) Home working Policy is contained within lone working policy (already agreed)**

It was **RESOLVED** to note.

**81/11/12      OFFICE ACCOMMODATION UPDATE**

The Clerk updated members on progress to date and it was noted that the proposed alterations to the reception area would include provision for a safe room, dedicated reception office and separate caretakers accommodation/work area.

It was further noted that the use of the Mayor's Parlour as a quiet office would be advanced by the Chairman of Policy and Resources and the Clerk when a replacement lap top has been procured from next year's budget.

It was **RESOLVED** that the report be noted.

**82/11/12      UPDATE ON RISK ASSESSMENTS**

The Clerk reported that risk assessments had been conducted and would be finalised subject to consultation with staff.

The Clerk confirmed that following the recent fire evacuation drill tool box training would be conducted to identify staff roles and responsibilities and fire marshall's.

It was **RESOLVED** that the report be noted.

**83/11/12      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the press/public be excluded from the meeting for the following item of business.

**84/11/12      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** that the public and press be re-admitted to the Meeting.

**85/11/12      REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None.

**86/11/12      ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR**

The Chairman notified members of an anomaly in two staff member contracts, regarding notice periods, that did not match the current standard conditions of employment of the council.

It was **RECOMMENDED** that:

1. the staff members concerned have their contracts brought into line with the councils standard conditions of employment.
2. The Chairman and Clerk review all contracts and adjust minor anomalies subject to consultation with the staff concerned.

**87/11/12      PRESS RELEASES OR ARTICLES REQUIRED**

None

**88/11/12      DATE OF NEXT MEETING**

20<sup>TH</sup> March 2012

Rising at 20.45

Signed: \_\_\_\_\_  
Chairman

Dated:      2<sup>nd</sup> February 2012