

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held on Tuesday 20th March 2012 upon the rising of the planning committee at the Guildhall

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

ALSO PRESENT: R Lane - Town Clerk

APOLOGIES: Councillor: M Killeya,

HEALTH AND SAFETY ANNOUNCEMENTS

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

89/11/12 DECLARATIONS OF INTEREST

Name	Agenda Item	Personal/Prejudicial	Reason
None			

90/11/12 QUESTIONS FROM THE PUBLIC

None

91/11/12 HEALTH AND SAFETY

(a) Update on Eye Tests for Staff Using Computers

The Clerk reported that all staff entitled to eye tests had now had their tests bar one who has separate arrangements.

He also reported all staff using vdu's had been sent the HSE Working with VDU's information leaflet.

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

(b) Update on Air-Conditioning

The Clerk reported that the faulty unit which had not been paid for had now been returned and a replacement was being sought.

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

(c) Any other Health and Safety Issues

None.

92/11/12 TRAINING REQUESTS AND REPORT BACK ON TRAINING ATTENDED

(a) New Councillors, New Skills – training workshops

The Chairman stated that all members had been sent the document by email and none had requested the training. He commented that it would be of use if offered again for new councillors after the 2013 elections.

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

(b) Report back from Fixed Penalty Training

The Clerk reported that the two caretakers and he had attended a one day training course and provided members with an outline of the regulatory powers related to monitory and community cost benefit.

It was **RESOLVED** that:

1. Use of staff to enforce the regulations and issue fixed penalty notices be considered at a later date.
2. A press release be included in the Messenger to notify the community that although the town council have the power to enforce regulations and issue fixed penalties the responsibility is with Cornwall Council

(c) CALC Training

The Clerk reported that CALC were running a 'Preparing For The Year End' course on 25th April 2012 in Bodmin at a cost of £15 per delegate.

It was **RESOLVED** that the Finance Officer and Administration Officer attend.

93/11/12 CURRENT COMMITTEE BUDGET STATEMENT

Members received the current statement as at 29th February 2012.

It was **RESOLVED** that the report be noted and that Section 106 funds for project management would be transferred into the staffing contingency budget shortly, pending agreement with the 106 panel.

94/11/12 POLICIES

The Chairman presented updated and revised policies for members consideration including a separate Capability Procedure Policy.

(a) Disciplinary

(b) Capability Procedures Policy

(c) Grievance Policy

(d) Officer/Member Relations Protocol

It was **RESOLVED** that:

1. The staff advisory note be included and highlighted at the top of all staff policy documents.
2. That a section be included in the staff appraisal form to ensure all staff formally acknowledge that they are aware of the staff policy document file available to them.
3. That the Town Clerk produce a form for this same purpose, to cover the issue until the next round of appraisals in 2013

It was **RECOMMENDED** that the policies be adopted by Full Council subject to staff consultation.

95/11/12

**ITEMS REFERRED FROM SALTASH TOWN-CENTRE
IMPROVEMENT GROUP (STIG)**

(a) Community Regeneration Officer

Members considered a report provided by Councillor M Killeya regarding options relating to the engagement of a Community Regeneration Officer.

It was **RESOLVED** that:

1. The report be noted and no further action be taken, but that the scheme for horticultural students and garden from Cambourne be referred to Civic Amenities Committee.
2. Councillor M Killeya and the Community Network Manager be thanked for their work in producing the report.

(b) Use of Probation Services

The Chairman reported on the opportunity to utilise the Probation Services Community Payback Scheme and members considered suitable projects.

It was **RESOLVED** that the Clerk arrange a meeting with Probation Services for attendance by the Chairman and Vice Chairman to progress projects including:

1. Weeding Fore Street.
2. Planting verges along Yellow Tor Lane.
3. Clearing out the murderers plot at the cemetery.

96/11/12

UPDATED STAFFING STRUCTURE FROM 1ST APRIL 2012

The Chairman presented members with the new staffing structure flow chart.

It was **RESOLVED** that the new staffing structure flow chart be included on the web page and emailed to all Councillors.

97/11/12 QUIET WORKING SPACE – UPDATE

Members considered the progress of a quiet working space in the Mayors Parlour. It was determined that this would be feasible and functional upon the purchase of a new laptop which had been budgeted for in 2012/13. This will be advanced through the Chairman of P&R

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

98/11/12 THE PROVISION OF A DEFIBRILLATOR

As a result of staff training and a subsequent staff appraisal comment members considered costs, options and the feasibility for the provision of a defibrillator.

It was **RESOLVED** that in light of the presence and level of community responders in town it was not considered necessary to provide one at this time.

99/11/12 QUEEN'S DIAMOND JUBILEE BANK HOLIDAY – NJC CIRCULAR

The Chairman updated members on the circular relating to employee entitlement to a holiday with normal days pay for the additional bank holiday.

It was **RESOLVED** that the Guildhall administrative offices be shut for the bank holidays on 4th and 5th June 2012

100/11/12 LOCAL GOVERNMENT PAY 2012/13

The Chairman informed and updated members on the Local Government pay situation relating to the National Employers announcement that they are unable to make a pay offer to local government employees for 2012/13

It was **RESOLVED** that the report be noted and that the national settlement be accepted.

101/11/12 CONSULTATION ON PROPOSAL TO INTRODUCE EMPLOYMENT TRIBUNAL FEES

The Chairman updated members on the government's plans to introduce fees and the need to consider future legal fee budgetary implications.

It was **RESOLVED** that the Clerk check the insurance cover carried by the town council in relation to employment and employee's for the next meeting.

102/11/12 REPORTS ON EXERCISE OF DELEGATED POWERS

(a) Senior Administration Officer – start date and pay

The Chairman reported that under delegated powers the Senior Administrative Officers post had been introduced as of 6th February 2012 to cover staff leave.

It was **RESOLVED** that the report be noted and the action approved.

103/11/12 ANNUAL APPRAISALS

(a) Report back from Annual Appraisals

The Vice Chairman reported that the appraisals had been conducted and she was very pleased at the outcome.

It was **RESOLVED** to note thanks to the Vice Chairman and Clerk for conducting the appraisals.

(b) Receptionist (PM) probation period

Members considered the completion of the probation period and official appointment.

It was **RESOLVED** that the probation period had been successfully completed and that an official appointment be made.

(c) Recommendations (including for pay progression) from Annual Appraisals

The Vice Chairman reported that there were no recommendations to consider from the appraisals as any points raised were or had been addressed and that pay progressions are to be recommended.

It was **RESOLVED** that the report be noted and that pay progressions be approved noting that the Casual Caretaker post be reaffirmed as a single salary scale point post.

104/11/12 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.

TEMPORARY CASUAL CARETAKER POST

Members considered the current situation of the Temporary Casual Caretakers post to provide sickness cover.

It was **RESOLVED** that the post be extended until end of May 2012.

105/11/12 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

**106/11/12 ANY OTHER URGENT STAFFING MATTERS AT THE
DESCRETION OF THE CHAIR**

CORNWALL PENSION FUND

The Chairman updated members on information received from Cornwall Council with regard to forthcoming changes being introduced relating to employers action required for automatic enrolment of staff into the pension scheme. The Clerk had been advised that STC would not be affected immediately.

It was **RESOLVED** that the report be noted and the progression of the scheme changes be monitored.

107/11/12 PRESS RELEASES OR ARTICLES REQUIRED

Fixed Penalty Notice training in the messenger.

108/11/12 DATE OF NEXT MEETING

15th May 2012

The Chairman concluded the meeting by thanking his Vice Chairman, Clerk, Staff and committee members for their support and work during his period in the chair whereupon the committee as a whole thanked Councillor Adam Killeya for all his hard work and progress achieved during his Chairmanship.

Rising at 9.15 pm.

Signed: _____
Chairman

Dated: 5th April 2012