

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Staffing Committee held on Tuesday 15<sup>th</sup> May 2012 upon the rising of the planning committee at the Guildhall

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

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

**APOLOGIES:** Councillors: R Austin, 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.

#### **1/12/13      ELECT A CHAIRMAN AND VICE-CHAIRMAN OF THE COMMITTEE**

It was **RESOLVED** to defer to next meeting.

#### **2/12/13      DECLARATIONS OF INTEREST**

Name	Agenda Item	Personal/Prejudicial	Reason
A Killeya	11	Personal	STC Representative/Co Chair of STIG.

#### **3/12/13      QUESTIONS FROM THE PUBLIC**

None.

#### **4/12/13      HEALTH AND SAFETY**

##### **(a) Update on air-conditioning**

The Clerk informed members that the faulty unit had been returned to the Supplier and recommended that an alternative type replacement unit be hired to determine suitability for use in the administration office with a view to purchasing as a replacement if appropriate.

It was **RESOLVED** that

- i) the Staffing Committee support the hiring of a unit to determine suitability for use in the administration office.
- ii) the matter be **REFERRED** to the delegated authority of the Chairman of Policy and Resources and the Clerk funded from the Policy and Resources budget.

**(b) Any other Health and Safety Issues**

None.

**5/12/13      TRAINING REQUESTS AND REPORT BACK ON TRAINING ATTENDED**

The Clerk reported that he had attended a training course for attaining ‘The General Power of Competence’ certification and had submitted the application course work required for certification.

The Chairman raised the issue of councillor training and members considered opportunities.

It was **RESOLVED** that:

1. The training budget heading be amended to read ‘Councillor and Staff Training’.
2. Councillor induction training for 2013 be considered prior to the next election.

**6/12/13      CURRENT COMMITTEE BUDGET STATEMENT**

It was **RESOLVED** to note that statements would be forthcoming throughout the year.

**7/12/13      4<sup>TH</sup> QUARTER BUDGET MONITORING**

It was **RESOLVED** that:

1. An additional column be introduced between the budget and spend ytd columns to show the six monthly year end projection figure.
2. The income include the £720 STIG transfer to the staffing contingency EMF, and the same amount be added to that EMF.
3. Nominal code 5109 to include the Town Crier.
4. A nominal code be established for the Town Crier’s uniform.

**8/12/13      POLICIES**

**(a) Recruitment Policy**

It was **RESOLVED** that the policy be maintained with no changes.

**(b) Training Policy**

It was **RESOLVED** that the policy be maintained with no changes.

**(c) End of Employment Policy**

It was **RESOLVED** that the policy be maintained with no changes.

**(d) Staffing Information Policy.**

It was **RESOLVED** that the policy be maintained with no changes.

9/12/13

**UPDATE ON STAFFING IMPLICATIONS OF STIG PROJECTS**

**(a) Project Management Costs**

The Chairman updated members on costs to date and it was noted a budget transfer had been made to the Staffing Contingency Fund.

**(b) ii. Street Cleaning**

The Chairman updated members on the progress of the STIG project to date to clean Fore Street utilising the Probation Services Scheme and that an offer to conduct other works and enter into a permanent working contract had been received from them.

It was **RESOLVED** that any other works and a permanent working contract be considered at the next meeting.

It was **RECOMMENDED** to agree in principle any future works be funded from the Town Council budget.

**(c) iii. Gumpak**

The Chairman informed members of details and the potential to purchase a gum removal system that could be operated by the caretaking staff.

Councillor Mrs S Hooper MBE raised the issue of reintroducing the Stubbie packs in support of the work being undertaken to clean the town of gum.

It was **RESOLVED** that:

1. Consideration for the purchase of a gum removal system be deferred until after the completion of the works currently being undertaken by the probation service.
2. Councillor Mrs S Hooper MBE progress the reintroduction of Stubbie packs with Civic Amenities and at meet the people meetings
3. That an article be put in the next issue of the Messenger highlighting the current works and reintroduction of the Stubbie packs.

Budget for the supply of Stubbie packs was **REFERRED** to the Chairman of Civic Amenities and Clerk, for delegated authority from the environmental budget.

**(d) iv. Town App**

The Chairman updated members on progress to date and referred to the need to engage someone on a single contract basis to collect and input the data for the spreadsheet.

He also informed members STIG has delegated operational management of the scheme to Councillors A Killea, Bickford, Yates and the town clerk, whilst STC delegated authority remains with the Clerk and Cllrs Yates and A Killea.

It was **RESOLVED** that the clerk in the first instance determine any interest from staff in taking on the contract to produce and input the data.

**10/12/13      CONSULTATION ON PROPOSAL TO INTRODUCE EMPLOYMENT TRIBUNAL FEES – REPORT FROM CLERK ON INSURANCE COVER**

The Clerk reported that, following consultation with the councils insurance Company, advice had been received that the council would be covered in the event of employment tribunal fees being introduced.

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

**11/12/13      REPORT ON EXERCISE OF DELEGATED POWERS**

The Chairman informed members that the Scheme of Delegation required updating to reflect:

1. the resolution of the Policy and Resources committee that booking applications of an unusual nature be considered for a decision by the Town Clerk in consultation with the Mayor and Chairman of Policy and Resources.
2. the fact that the regalia was now accommodated on site and did not require bank signatories.

It was **RECOMMENDED** that the revised version be adopted by Full Council and a copy be sent to all Councillors and Staff.

**12/12/13      UPDATES ON MATTERS ARISING:**

**1. Form for Staff to confirm awareness of staffing policies**

The Chairman reported that a policy awareness section had been incorporated into the staff appraisal form and a form for recording acknowledgement and signatures had been introduced into the staff policy file held in reception.

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

**13/12/13      TOWN CRIER SECONDARY EMPLOYMENT**

The Chairman referred members to the Town Crier terms of appointment as approved by Full Council with regard to Outside Employment (Section C x) approval requirement by the Staffing Committee.

It was **RECOMMENDED** that Full Council adopt the revision to read ‘The Crier be permitted to participate in any Town Crier competitions agreed by prior approval of the Clerk and Chairman of Staffing and to wear the town seals and receive remuneration.

**14/12/13      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.

**CASUAL CARETAKER**

The Chairman updated members on the current situation.

It was **RESOLVED**:

1. To extend the temporary casual caretakers contract to the end of September 2012.
2. Consideration of the permanent casual caretaker post be deferred until the October meeting.

**15/12/13      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**16/12/13      REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

No report.

**17/12/13      ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR**

**SENIOR ADMINISTRATION OFFICERS POST**

The Clerk updated members on the introduction and progress of the Senior Administration post which is considered to be establishing itself and working well.

It was **RESOLVED** that the Senior Administration Officer be congratulated on progress to date and thanked for commencing the position earlier than programmed.

**PROBATION PLACEMENT**

The Clerk informed members of the opportunity to engage with the Probation Services for the provision of a work placement at Churchtown Cemetery.

It was **RESOLVED** that the placement opportunity be considered for inclusion within the terms of any long term contract with the Probation Services to be considered at the next meeting.

**18/12/13      PRESS RELEASES OR ARTICLES REQUIRED**

None.

**19/12/13      DATE OF NEXT MEETING**

17<sup>th</sup> July 2012

The Chairman concluded the meeting by thanking the committee and clerk for their support during his term of office.

Rising at 9.15 pm.

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

Dated:      7<sup>th</sup> June 2012