

## SALTASH TOWN COUNCIL

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

**PRESENT:** Councillors: A Killeya (acting Chairman), M Gee, W Phillips, D Yates (part of meeting).

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

**APOLOGIES:** Councillors: C Oakes, Mrs S Hooper MBE (Chairman).

---

The Mayor in the Chair.

### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

### **20/12/13      ELECT A CHAIRMAN AND VICE-CHAIRMAN OF THE COMMITTEE**

The Mayor requested nominations for the election of a Chairman for the ensuing year.

Councillor Mrs S Hooper MBE was proposed and unanimously elected as Chairman.

It was **RESOLVED** that Councillor Mrs S Hooper be elected as Chairman.

The Mayor requested nomination for the election of a Vice-Chairman for the ensuing year.

It was **RESOLVED** that the election of a Vice-Chairman be deferred.

In the absence of the Chairman it was proposed and unanimously resolved that Councillor A Killeya assume the chair for the meeting.

Councillor A Killeya in the chair.

### **21/12/13      DECLARATIONS OF INTEREST**

- a. Declarations from Members of any registerable (5A of the Interim Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

| Name    | Agenda Item | Pecuniary/Non Pecuniary | Reason      |
|---------|-------------|-------------------------|-------------|
| Killeya | 11 a & b    | Pecuniary               | STIG Member |

- b. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting  
None

- c. Dispensations required

The Acting Chairman requested a dispensation be issued for agenda item 11 a & b in the event the meeting be inquorate.

The Clerk agreed to that dispensations be approved in order the meeting be quorate for agenda item 11 a & b.

**22/12/13      QUESTIONS FROM THE PUBLIC**

None

**23/12/13      HEALTH AND SAFETY**

**(a) All aspects of Staff Health and Safety in practice**

Members conducted an annual review of health and safety practices and Policies in accordance with policy.

It was **NOTED** that the Clerk had conducted workplace inspections and issued all appropriate staff with the HSE document 'Working with VDUs as part of the annual risk assessment review.

It was **RESOLVED** that:

1. Councillor Pickering be requested to conduct a health and safety audit.
2. The Clerk provide a report on lone working with particular reference to the groundsperson for the next meeting.

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

Members considered membership of the Zurich Local Council Advisory Service for health and safety.

It was **RESOLVED** that membership be taken out at an annual cost of £145 plus vat to be financed from the training budget.

**24/12/13      TRAINING REQUESTS AND REPORT BACK ON TRAINING ATTENDED**

**1. Training Report**

The Chairman updated members on training undertaken to date.

It was **RESOLVED** that:

- i. Staff training needs be monitored and training offered to staff as required and all appropriate requests considered.
  - ii. The Clerk consult SWPE on the introduction of training and a policy to meet the requirements of the Bribery Act.
2. Larger Councils Conference Friday 7<sup>th</sup> September 2012 at St Erme Community Centre 10.am – 4.00 pm.

It was **RESOLVED** that the Mayor, Councillor Yates and the Clerk attend.

3. SLCC Cornwall Branch Conference Tuesday 18<sup>th</sup> September 2012 at The Green Lawns Hotel Falmouth 10 am – 3.30pm.

It was **RESOLVED** that the Clerk attend.

4. Peninsula Employment Law Seminar Thursday 9<sup>th</sup> August 2012 at Future Inn Plymouth 10 am – 12.45 pm.

It was **RESOLVED** that the Chairman and Clerk attend and that all Members of Staffing be emailed details should they wish to attend.

25/12/13

### **CURRENT COMMITTEE BUDGET STATEMENT**

The Chairman and members considered the current committee budget statement.

It was noted that caretaking costs had increased over the monthly budgeted forecast.

It was **RESOLVED** that:

1. To reaffirm the policy and that the Chairman meet with the Clerk on a monthly basis to monitor and sign off any additional unbudgeted expenditure relating to caretaking costs, from the contingency budget.
2. A column be introduced on the budget statement to indicate the budget spend year to date.
3. EMF 3141 caretakers long term sickness be deleted and the budget be moved to EMF 3140 staffing contingency reserve.
4. Costs for discretionary leave be taken from the contingency budget rather than the relevant staffing budget

26/12/13

### **POLICIES**

#### **(a) Leave Policy**

**(b) Sickness and Return to work policy**

**(c) Lone working policy**

**(d) Health and Safety (including Wellbeing) policy**

Members reviewed and considered the policies.

It was **RECOMMENDED** that Full Council reaffirm and approve the policies.

**27/12/13      UPDATE ON STAFFING IMPLICATIONS OF STIG PROJECTS**

**(a) Project Management Costs**

It was **RESOLVED** to remove the item from the agenda.

**(b) Working contract with Probation Services Scheme**

The Clerk updated members on a meeting held with the Probation Services that the Chairman and he had attended to consider contracted works.

It was **RESOLVED** to:

1. Enter into a flexible working contract with Probation Services.
2. That contracted work be agreed on a priority order of:
  - i. Mechanical weeding only of the town centre.
  - ii. Chewing gum removal and pavement cleaning.
3. That a budget of £1000 be allocated to finance the contract works from the staffing contingency budget, as a new budget line.

**28/12/13      GOVERNMENT WORK EXPERIENCE SCHEME**

Members considered the opportunity to engage a work experience placement.

It was **RESOLVED** that a placement in a caretaking role be discussed with the caretakers and if agreed a placement be progressed by the Chairman and Clerk.

**29/12/13      SOUTH WEST COUNCILS – EMPLOYMENT UPDATE (ADVISORY BULLETINS)**

**(a) Age Discrimination and Compulsory Retirement**

**(b) Annual Leave: Carry Over Periods and Pay in Lieu of Untaken Leave**

The Chairman updated members on details received from SWPE.

It was **RESOLVED** to note the report.

**30/12/13**      **RELIEF CARETAKER COVER 5<sup>TH</sup> SEPTEMBER TO 1<sup>ST</sup> NOVEMBER 2012**

Members considered the necessity for a Relief Casual Caretaker to cover the forecasted long term absence of the Casual Caretaker.

It was **RESOLVED** that Councillor Killeya would progress.

**31/12/13**      **INITIAL CONSIDERATION OF STAFFING STRUCTURE FOR 2013/14**

Members considered the staffing structure in relation to budget requirements for the 2013/14 precept.

It was **RESOLVED** that

- 1) the Burial Board Committee be requested to submit an accurate forecast as to when Churchtown Cemetery will be operational and require staffing and administrative support.
- 2) The annual review of the Clerk's salary had been conducted at the meeting.

**32/12/13**      **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.

**OPERATIONAL STAFFING**

Members considered a staffing issue.

It was **RESOLVED** that the Chairman of Staffing and Clerk progress the issue.

The Chairman informed members that the Finance Officer had submitted his resignation effective from 10<sup>th</sup> August 2012.

It was **RESOLVED** that;

1. A replacement be appointed as soon as possible.
2. Advertisements be placed as per the recruitment policy and in the Cornish Times and Plymouth Herald.

3. That a locum be appointed to cover any delays in appointing a replacement, with agency staff used if absolutely necessary.

The Chairman informed members that the Casual Caretaker who was on long term sickness had submitted her resignation.

It was **RESOLVED** that the Temporary Casual Caretaker be appointed to the post.

**33/12/13      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**34/12/13      REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None.

**35/12/13      ANY OTHER URGENT STAFFING MATTERS AT THE DESCRETION OF THE CHAIR**

Fire Drills

The Chairman and members considered conducting fire drills.

It was **RESOLVED** that the Clerk would progress.

**36/12/13      PRESS RELEASES OR ARTICLES REQUIRED**

None.

**37/12/13      DATE OF NEXT MEETING**

16<sup>TH</sup> October 2012

Rising at 10.14 pm

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

Dated: \_\_\_\_\_ 2<sup>nd</sup> August 2012