

## SALTASH TOWN COUNCIL

### **Minutes of a Meeting of the Staffing Committee held on Tuesday 16<sup>th</sup> October 2012 upon the rising of the planning committee at the Guildhall**

**PRESENT:** Councillors: Mrs S Hooper MBE (Chair), M Gee, W Phillips, D Yates

**ALSO PRESENT:** R Lane - Town Clerk, A Pearce – Finance Officer.

**APOLOGIES:** Councillors: A Killea, 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.

### **38/12/13      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.
- b. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting
- c. Dispensations required

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non Pecuniary</b>	<b>Reason</b>
None			

### **39/12/13      ELECT A VICE-CHAIRMAN OF THE COMMITTEE**

The Chairman requested nominations for the election of a Vice Chairman.

Councillor W Phillips was proposed and unanimously elected as Vice Chairman.

It was **RESOLVED** that Councillor W Phillips be elected as Vice Chairman.

### **40/12/13      QUESTIONS FROM THE PUBLIC**

None.

### **41/12/13      HEALTH AND SAFETY**

- (a) Outcome of the Health and Safety audit conducted by Councillor Pickering

The Clerk reported that Councillor Pickering had conducted a Health and Safety Audit of the Guildhall premises and associated policies and risk assessments that had resulted in no issues to report.

It was **RESOLVED** to note.

**(b) Report on lone working with reference to the Grounds Person**

The Clerk reported that he had conducted a lone working review with the Grounds Person and it was jointly considered all procedures and safeguards were in place.

It was **RESOLVED** to note.

**(c) Staff Health and Safety and well being policy in relation to the Town Council Health and Safety policy**

Members reviewed the policies and considered the synergy of the two documents and the necessity for the Annual review and signing off of the Health and Safety Policy by the Chairman of the Council.

It was **RESOLVED** that the Clerk would cross reference the policies as necessary.

It was **RECOMMENDED** that the Chairman of the Council sign off the Health and Safety Policy.

42/12/13

**TRAINING REQUESTS AND REPORT BACK ON TRAINING ATTENDED**

**(a) Induction Training: Committee attendance induction training**

The Chairman proposed that all new staff and existing staff be invited to attend a committee meeting as part of their induction training and that lieu time be awarded for attendance.

It was **RESOLVED** that induction training now include an invitation to attend a committee meeting and that lieu time be awarded to all new staff and existing staff wishing to attend a meeting.

The Chairman reported to members that delegated approval had been taken by herself together with the Vice Chairman of Policy and Resources to approve Sage finance training for the Finance Officer and Administration Officer P.M. due to the dates of training available.

The collective cost of the training being £1340 for 5 days training for the two members of staff however the Chairman explained that a 10 day training passport was available at a cost of £1112 for 10 days training which would effect a saving and allow a further 5 days training in the next 12 months which would also cover necessary training and that required for HMRC procedural changes and compliance.

It was noted the cost of the training passport may be paid and spread over 12 months (two financial years) on interest free credit and can be met from savings attributed to the saving on salaries during the period no Finance Officer was in post and the staffing contingency budget if necessary.

It was **RECOMMENDED** that the training be approved and a training passport be procured at a cost £1112 financed from the savings on salaries and the staffing contingency budget if necessary.

Members considered travelling expenses and subsistence allowance for staff and councillors attending training.

It was **RECOMMENDED** that the level of allowances for travelling and subsistence be considered to be that which is reasonable and sensible which would be determined when approved for payment by the Clerk and two councillor signatories.

#### **43/12/13      CURRENT COMMITTEE BUDGET STATEMENT**

Members considered the current budget statement to September 2012.

It was **RESOLVED** to note.

#### **44/12/13      LOCAL GOVERNMENT PENSION SCHEME**

##### **(a) Changes to legislation – automatic enrolment**

The Clerk updated members on the automatic enrolment provisions July 2012.

It was **RESOLVED** to note

##### **(b) Changes to the membership eligibility criteria**

The Clerk updated members on the eligibility opportunity for casual employees as of 1<sup>st</sup> October 2012 to join the pension scheme if they so requested.

It was **RESOLVED** to note.

#### **45/12/13      POLICIES**

##### **(a) Draft anti-bribery policy statement and anti-fraud and corruption strategy in relation to the grievance policy**

Members considered the proposed draft anti-bribery policy statement and anti-fraud and corruption strategy in relation to the correlation with the grievance policy.

It was **RECOMMENDED** that the draft anti-bribery policy statement and anti-fraud and corruption strategy be adopted and that the Clerk amend as necessary the documents to ensure correlation between the policies.

**(b) Disciplinary policy**

Members reviewed the disciplinary policy.

It was **RECOMMENDED** that the policy be re-adopted with no changes.

**(c) Equality and Diversity policy**

Members reviewed the Equality and Diversity Policy.

It was **RECOMMENDED** that the policy be re-adopted with no changes.

**46/12/13      REPORT FROM BURIAL BOARD ON FORECAST OPERATIONAL DATE OF CHURCHTOWN CEMETERY**

Members considered a report from the Burial Board stating that that the likely forecast will be 2015 and that worst reasonable case would be addressed by informing the Staffing Committee on an annual basis a year in advance if the forecast year of 2015 changed in order to allow operational forward planning and budgeting.

It was **RESOLVED** to note.

**47/12/13      STAFFING STRUCTURE, STAFF SALARIES AND JOB DESCRIPTIONS**

It was **RESOLVED** to delegate the review to the Chairman and Clerk who will report back as necessary.

**48/12/13      UPDATE ON STAFFING IMPLICATIONS OF STIG PROJECTS**

Members considered the implications of staffing demands in relation to current STIG projects.

The Clerk reported that the work could be contained within current staffing resources and that funding would be made by STIG to cover staffing costs.

It was **RESOLVED** to note.

**49/12/13      UPDATE ON GOVERNMENT WORK EXPERIENCE SCHEME**

The Clerk reported that arrangements with the Department for Work and Pensions and an interview with a candidate who was subsequently accepted as a voluntary work experience placement at the Guildhall as a trainee Caretaker had taken place.

However the trainee did not turn up as arranged and no communication as to why has been received for the DWP.

It was **RESOLVED** that the Clerk write to the DWP to request an explanation and the reason the lack of communication received from them.

**50/12/13**      **CHRISTMAS ARRANGEMENTS**

Members considered arrangements for the operation of the office and Guildhall bookings over the Christmas and New Year periods.

It was noted that there was one hall booking on Saturday 20<sup>th</sup> December 2012.

It was considered not cost effective to open the Guildhall due to the nature of the booking.

It was **RECOMMENDED** that:

1.      The Guildhall office and halls be shut for the period 24<sup>th</sup> December 2012 to the 1<sup>st</sup> January 2013 inclusive.
2.      Staff be awarded 2 days council festive goodwill holidays on the 24<sup>th</sup> December and the 31<sup>st</sup> December 2012

**51/12/13**      **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.

Members considered a request from the Groundsperson with regard to temporary flexible working hours to accommodate personal domestic circumstances.

It was **RESOLVED** that the request for flexible working hours be approved.

Members considered staffing implications relating to forthcoming medical operations for a member of the caretaking staff and a member of the administration staff.

It was **RESOLVED** that appropriate cover be arranged.

**52/12/13**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**53/12/13**      **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None.

**54/12/13**      **ANY OTHER URGENT STAFFING MATTERS AT THE DESCRETION OF THE CHAIR**

Staff Meeting.

The Chairman reported that she had attended the staff meeting and that a request had been received from a member of the staff that in addition to the N.E.B.O.S.H. qualified Clerk another member of staff receive a higher level of training to cover in the absence of the Clerk.

It was **RESOLVED** that the item would be further considered on receipt of additional information and options and upon the outcome of the Council's decision for the outsourcing of health and safety compliance.

**55/12/13      PRESS RELEASES OR ARTICLES REQUIRED**

It was **RESOLVED** that a press release be issued regarding the closure of the Guildhall for the Christmas period.

**56/12/13      DATE OF NEXT MEETING**

18<sup>th</sup> December 2012

Rising at 8.30 pm.

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

Dated:      1<sup>st</sup> November 2012