

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held on Tuesday 18th December 2012 upon the rising of the planning committee at the Guildhall

PRESENT: Councillors: Mrs S Hooper MBE (Chair), A Killea, W Phillips, D Yates

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

APOLOGIES: Councillors: M Gee, C Oakes,

HEALTH AND SAFETY ANNOUNCEMENTS

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

57/12/13 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

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
None			

58/12/13 QUESTIONS FROM THE PUBLIC

None.

59/12/13 TRAINING REQUESTS AND REPORT BACK ON TRAINING ATTENDED

Members considered the report on staff training attended to date.

It was **RESOLVED** that future training reports will be emailed to staffing committee members prior to the staffing meeting.

60/12/13 BUDGET STATEMENTS

- (a) current Committee budget statement

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

(b) end of year budget outturn figures for 2012/13

It was **RESOLVED** to note the end of year budget outturn figures for 2012/13

61/12/13 BUDGET FOR 2013/14

Members considered the budget for 2013/14 in line with the Full Council policy decision of up to a 5% increase and noted the potential for change for any devolution of services taken up.

It was **RECOMMENDED** Full Council approve the budget for 2013/14 determined by the committee (as attached).

62/12/13 STAFFING STRUCTURE, STAFF SALARIES AND JOB DESCRIPTIONS – REPORT FOLLOWING REVIEW

The Clerk reported that the Chairman had considered and reviewed the Town Clerk's and staff salaries and job descriptions and had no changes to report.

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

63/12/13 ELLIS WHITTAM CONTRACT FOR HUMAN RESOURCES

The Clerk reported that the contract was now in place and a review of all staff contracts was being conducted and that any significant findings would be reported back to the committee.

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

64/12/13 MAYOR'S SECRETARY – REGISTER OF HOSPITALITY FOR MAYOR

Members considered the process for the Mayors Secretary to register the hospitality records of the Mayor.

It was **RESOLVED** that the Clerk organise a legally compliant process and that the Mayors Secretaries job description include the responsibility.

65/12/13 TOWN CRIER EXPENSES

Members considered a request from the Town Crier for assistance with competition travelling expenses.

It was **RECOMMENDED** that a competition expenses budget of £200 be created from the staffing contingency budget to reimburse any appropriate expenses commencing this year.

66/12/13 UPDATE ON GOVERNMENT WORK EXPERIENCE SCHEME

The Clerk updated members on the lack of communication and lack of support experienced from the Plymouth work experience team.

It was **RESOLVED** that the Clerk contact Saltash.net to determine the feasibility of work experience students being engaged and report back to the next meeting.

Prior to the next item the Finance Officer left the meeting.

67/12/13 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.

68/12/13 FINANCE OFFICER PROBATION

Members considered the permanent appointment of the Finance Officer in relation to the completion of the probationary period.

It was that the considered the Finance Officer had successfully completed the period of probation and **RESOLVED** the appointment be made official.

It was **RECOMMENDED** that the probation period for the posts of Senior Administration Officer and Finance Officer be increased from 3 months to 6 months without prejudice to the current post holders.

69/12/13 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

The Finance Officer was invited and re-joined the meeting.

70/12/13 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY

None

71/12/13 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR

None

72/12/13 PRESS RELEASES OR ARTICLES REQUIRED

None

73/12/13 DATE OF NEXT MEETING

Tuesday 19th February 2013

Rising at 10 pm

Signed: _____
Chairman

Dated: 3rd January 2013