

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 16th April 2013 at 7.00pm

PRESENT: Councillors: Mrs S Hooper MBE (Chair), M Gee, A Killeya, C Oakes, D Yates

ALSO PRESENT: R Lane - Town Clerk

APOLOGIES: Councillors: W Phillips.

HEALTH AND SAFETY ANNOUNCEMENTS

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

1/13/14 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			

2/13/14 QUESTIONS FROM THE PUBLIC

None.

3/13/14 HEALTH AND SAFETY

No Report.

4/13/14 TRAINING REQUESTS AND REPORT BACK ON TRAINING ATTENDED

Members received the report on training conducted up to the end of April.

The Mayor referred to the social media training session he had attended which had identified the need for a social media protocol and policy to be in place before the implementation of any activity.

Members considered staff and councillor training courses being provided by CALC for 2013.

It was **RESOLVED** that:

1. Staff working from home hours be recorded on the staff absence and training report.
2. That cumulative figures be presented on the staff absence and training report.
3. The Clerk investigate the relationship between training and contractual notice periods, and report back.

5/13/14 BUDGET STATEMENTS

(a) current Committee budget statement

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

6/13/14 UPDATE ON WORK EXPERIENCE SCHEME

The Clerk reported that 6 applications had been received two candidates had been interviewed and one selected for work experience.

The Chairman referred to the opportunity to have a French exchange student on work experience during the summer.

It was **RESOLVED** that the reports be noted and that the Chairman and Clerk progress the feasibility of engaging the French exchange student.

7/13/14 STAFFING:

Update on Ellis Whittam review of contracts and staff handbook

The Clerk reported that the reviewed staff contracts and handbook had been received from Ellis Whittam however some correlation work was required with existing council policies and standard employment inclusions made to staff contracts.

It was **RESOLVED** that the standard employment contract inclusions be approved and the process be delegated to the Chairman and Clerk for implementation.

8/13/14 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.

(a) Report back from Annual Appraisals

It was **RESOLVED** that:

1. Delegated authority be given to the Chairman and Clerk to implement cost neutral changes to the Caretakers hours.
2. The staff structure will be reviewed in line with policy procedures and the budget/precept cycle.
3. A proposal to vary the reception opening times be referred to Full Council for consideration.

(b) Consider Senior Administration Officer post

It was **RESOLVED** that the existing staffing structure in all aspects be continued for a further year in order to facilitate a full structural review to take place with the exception of any Caretakers cost neutral changes.

(c) Consider recommendations (including pay progression) from Annual Appraisals

It was **RESOLVED** that any pay progression be approved subject to policy.

(d) Current status of staffing

It was **RESOLVED** that a further welfare meeting be held with an absent member of staff on sick leave.

9/13/14 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

10/13/14 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY

No Report.

11/13/14 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR

None

12/13/14 PRESS RELEASES OR ARTICLES REQUIRED

None

13/13/14 **DATE OF NEXT MEETING Tuesday 16th July 2013**

Rising at 8.55pm

Signed: _____
Chairman

Dated: _____ 14th May 2013 _____