

SALTASH TOWN COUNCIL

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

PRESENT: Councillors: Mrs J Dent, A Killeya, W Phillips, D Yates

ALSO PRESENT: R Lane - Town Clerk

APOLOGIES: Councillors: M Gee.

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.

14/13/14 ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF THE COMMITTEE

It was **RESOLVED** to defer the appointments and that the previous Vice Chairman Councillor W Phillips act as Chairman and the Mayor as Vice Chairman with full delegated powers and responsibilities until elections take place at the next meeting.

15/13/14 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
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None

16/13/14 QUESTIONS FROM THE PUBLIC

None

17/13/14 HEALTH AND SAFETY

- a. Ventilation in top office

It was **RESOLVED** to defer the item until it has been considered by the Guildhall Property Maintenance and Marketing Working Party at its next meeting to be held on 19th July 2013.

18/13/14 TRAINING REQUESTS AND REPORT BACK ON TRAINING ATTENDED

The Town Clerk reported no further training had taken place since the last meeting however staff training identified included:

Health and Safety Management training for the Senior Administration Officer to maintain cover in the absence of the Town Clerk.

Local Authority finance and governance systems training for the recently appointed Finance and Administration Officer's.

Caretaking roles and responsibilities training for Casual Caretakers.

It was **RESOLVED** that:

1. Health and Safety Management training for the Senior Administration Officer be approved up to a value of £500 under the Chairman's delegated authority.
2. Local Authority finance and governance systems training for the Finance and Administration Officer's be approved up to a value of £1000.
3. Caretaking roles and responsibilities training for Casual Caretakers be undertaken in-house by the Town Clerk.

19/13/14 BUDGET STATEMENTS

- a. current Committee budget statement

The Town Clerk reported that due to the absence of the Finance Officer and technical difficulties with the computer remote working system a report was not available.

However the Finance Officer had verbally reported there had been no significant variances with the budget.

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

20/13/14 UPDATE ON WORK EXPERIENCE SCHEME

The Town Clerk updated members on the French exchange and Saltash.net work experience student's attendance.

It was **RESOLVED** that the work experience arrangement with Satash.net be continued and that a structured work experience programme be developed for future students.

21/13/14 STAFFING:

a. Update on contracts

The Town Clerk reported that all contracts had now been correlated with recommendations from the personnel consultants subject to the inclusion of a training recoupment section.

It was **RECOMMENDED** that the training recoupment section be included in all staff contracts.

b. Update on Ellis Whittam review of contracts and staff handbook

The Town Clerk reported that the review of contracts had now taken place and the staff handbook was ready for issue subject to current and expected future legal updates to the Whistleblowing Policy.

It was **RESOLVED** that the Town Clerk be delegated to update the policy and staff handbook with any legal updates notified by the personnel consultants.

c. Training

Item covered under minute 18/13/14

d. Finance officer appointment

It was **RESOLVED** to note the appointment of Miss A James.

e. Administration officer appointment

It was **RESOLVED** to note the appointment of Mrs T Airzee.

22/13/14 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.

23/13/14 UPDATE ON:

a. Caretaking staff

The Town Clerk updated members on the current status of caretaking staff relating to the absent member of staff on long term sick leave.

It was **RESOLVED** that the Vice Chairman will conduct the second welfare visit.

b. Cleaning

Members considered the current Guildhall cleaning contract arrangements in relation to caretaking cover relating to the long term absence of one of the permanent Caretaker and the reduction in hours of the other permanent Caretaker from 37 – 25 hours per week.

It was **RECOMMENDED** that:

1. The post of Cleaner/Caretaker be established.
2. The post be on the basis of 14 hours per week consisting of 2 hours per day cleaning weekdays and 4 hours per week weekend deep cleaning.
3. Additional caretaking hours to be on a zero hours contract.
4. Recruitment be exempt from the external recruitment policy and advertised internally for an appointment.

At 1st August 2013 Town Council the resolution was amended to read:

1. The post of Cleaner/Caretaker be established.
2. The post be based on 20 hours per week weekdays working.
3. Additional caretaking hours to be on zero hours contract.
4. Recruitment be exempt from the external recruitment policy and advertised internally for an appointment

24/13/14 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

25/13/14 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY

None

26/13/14 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR

Neighbourhood Working Party Administration Support.

The Vice Chairman referred for the need to appoint independent administration support for the Neighbourhood Working Party.

It was considered the Staffing Committee had no reason to be involved with the appointment.

It was **RESOLVED** that the Neighbourhood Working Party would independently progress any administration support appointment.

Apology

Councillor Mrs J Dent submitted her apology for the next meeting.

27/13/14 PRESS RELEASES OR ARTICLES REQUIRED

None.

28/13/14 DATE OF NEXT MEETING

Tuesday 15th October 2013 at 7.00pm

Rising at 8.40 pm.

Signed: _____
Chairman

Dated: _____ 1st August 2013 _____