

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 15<sup>th</sup> October 2013 at 7.00pm

**PRESENT:** Councillors: M Gee, A Killeya, J Brady, W Phillips, D Yates

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

**APOLOGIES:** Councillors: Mrs J Dent,

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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.

#### **29/13/14      ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF THE COMMITTEE**

It was **RESOLVED** unanimously that Councillor Gee be elected as Chairman and that Councillor Killeya be elected Vice Chairman.

#### **30/13/14      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			

#### **31/13/14      QUESTIONS FROM THE PUBLIC**

None

#### **32/13/14      HEALTH AND SAFETY**

- a. Ventilation in top office (deferred from last meeting)

The Clerk reported that work was on-going to investigate the design suitability of the recent ventilation unit works and the feasibility of window openings.

- b. Eye tests for pc users

Members considered the issue of certificates for eye tests for pc users.

It was **RESOLVED** that eye test certificates be approved and on a biannual basis.

33/13/14

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

The Town Clerk reported that the Senior Administration Officer had been successful in attaining a Certificate of Achievement for Working With Your Council and was now undertaking an IOSH health and safety certificate to maintain health and safety cover in the absence of the Town Clerk.

The Town Clerk reported that further training recommended for staff included for the Finance Officer Excel and Linking Sage Accounts to Microsoft Office and for the Caretakers Health and Safety, 1<sup>st</sup> Aid and Fire Fighting.

It was **RESOLVED** that the training be approved subject to budget availability.

34/13/14

#### **BUDGET STATEMENTS**

- a. current Committee budget statement

It was **RESOLVED** that:

1. The staffing contingency budget be topped back up to £5000 for the 2014/15 budget.
2. Budgeted figures outlined in yellow be approved.
3. Nominal code 3141 Caretaker long time sickness code be deleted.
4. A detailed report on the allocation of the staffing contingency budget be reported to full council.

It was **RECOMMENDED** that £3000 be allocated to the staffing contingency budget from general reserves.

- b. An increase to the training budget (referred from Policy & Resources Committee)

Members considered and increase in the budget to cover additional costs due to recent high staff turnover.

It was **RESOLVED** that £1000 be vired from staffing contingency budget to staff training.

**STAFFING:**

- a. Closing the office during quarterly staff meetings to enable all members of staff to attend

It was **RESOLVED** that in order to maintain opening hours and service provision a councillor be requested to provide cover.

- b. Christmas arrangements

It was **RECOMMENDED** that the Guildhall will close on 27<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> December 2013.

- c. Staffing Structure Review

It was **RECOMMENDED** that:

1. The post of Senior Administration Officer be made permanent.
2. The post of Groundsperson be maintained in its current status.
3. No changes are required at this stage to the staff pay structure and that it be maintained in its current status.

It was **RESOLVED** the Town Clerk will confirm with the Human Resources Consultants that specific flexi working policies are not required as the national framework is in place to accommodate any requests.

- d. Caretaking

- i. caretaking staffing structure

It was **RECOMMENDED** that due to current staffing circumstances a temporary post of Handyperson/Caretaker be established for 25 hours per week up to 31<sup>st</sup> March 2014 on the current caretaking payscale.

- ii. Caretakers job description/title

It was **RECOMMENDED** that the job description and title of Handyperson/Caretaker be approved.

- iii. Recruitment of caretaking staff

It was **RECOMMENDED** that recruitment commence for a Handyperson/Caretaker for 25 hours per week up to 31<sup>st</sup> March 2014.

It was **RESOLVED** the Town Clerk will provide the predicted average caretakers hours per week related to

current demand and Guildhall use up to 31<sup>st</sup> March 2014.

**36/13/14      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.

**37/13/14      STAFF SICK LEAVE**

It was **RESOLVED** continuing welfare visits by a member of the staffing committee for staff on long term sickness will be maintained and arranged as mutually agreeable.

**38/13/14      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**39/13/14      REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None.

**40/13/14      ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR**

None

**41/13/14      PRESS RELEASES OR ARTICLES REQUIRED**

None

**42/13/14      DATE OF NEXT MEETING**

Tuesday 17th December 2013

Rising at 8.25 pm.

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

Dated: \_\_\_\_\_ 7<sup>th</sup> November 2013