

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 25th February 2014 at 5.30pm

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

ALSO PRESENT: R Lane - Town Clerk

APOLOGIES: Councillor: J Brady.

HEALTH AND SAFETY ANNOUNCEMENTS

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

56/13/14 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			

57/13/14 QUESTIONS FROM THE PUBLIC

None

58/13/14 HEALTH AND SAFETY

Councillor Killeya enquired when the last fire drills had taken place for public meetings and staff and requested that they be conducted on a regular basis.

It was **RESOLVED** that the fire log be checked and any drills required be conducted and that the Chairman's health and safety announcement not refer to there being no drills this evening so that every alarm will be regarded as real.

59/13/14

TRAINING REQUESTS AND REPORT BACK ON TRAINING ATTENDED

1. The Town Clerk reported that Health and Safety Training and Fire Safety training courses had now been arranged with the council's consultants to take place on 28th and 29th April 2014 respectively.

It was noted the courses to be run at the Guildhall will be on the basis that the Guildhall is hired by the company and are advertised to other councils for attendance to ensure their viability

It was **RESOLVED** that Councillors Gee and Yates will attend the Health and Safety course to be held on 28th April 2014.

2. The Town Clerk reported that the Senior Administration Officer had successfully completed and received accreditation for Institute of Health and Safety Management course.

It was **RESOLVED** to note.

3. The Town Clerk reported that the Finance Officer had successfully completed recent training in Sage and Excell and that further training was on-going.

It was **RESOLVED** to note.

60/13/14

BUDGET STATEMENTS

- a. Current Committee budget statement

Members received the current budget statement to the end of January 2014.

It was **RESOLVED** to note.

61/13/14

STAFFING:

- a. Arrangements to conduct appraisals

Members considered arrangements for staff appraisal.

It was **RESOLVED** that the Town Clerk liaise with the Chairman to arrange.

62/13/14

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.

63/13/14 **REVIEW CARETAKING STAFFING**

Members considered the current status of caretaking staffing and related long term sickness absence and holidays.

It was **RESOLVED** that:

1. To follow the consultants recommendations with regard to holiday entitlement relating to long term sickness.
2. To follow the consultants recommendations relating to processes to be undertaken with regard to long term sickness absence and return to work procedures.
3. The Town Clerk confirm committee procedures for 1 and 2 above.

REVIEW GROUNDS STAFF

Members considered the previously notified absence of a member of staff (approximately 3 months) now known to be as from April 2014 and contractor arrangements that had been previously agreed to provide grounds maintenance cover.

It was **RESOLVED** that contract management be conducted by the Town Clerk and Councillors.

64/13/14 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

65/13/14 **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None.

66/13/14 **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR**

1. MACE BEARER

The Chairman reported that the Mace Bearer would be unavailable for duty until further notice and that arrangements were being instigated to provide cover until his return to duty.

It was **RESOLVED** to note.

2. ADMINISTRATION OFFICER P.M.

Councillor Phillips enquired as to the current status of the Administration Officer P.M post.

The Chairman reported that the member of staff was on maternity leave and the post was being covered by an agency worker.

It was **RESOLVED** to note.

3. TOWN CRIER

Councillor Killeya enquired as to the current status of the Town Crier.

It was **RESOLVED** that the Chairman will visit the Town Crier at his home.

67/13/14 **PRESS RELEASES OR ARTICLES REQUIRED**

None.

68/13/14 **DATE OF NEXT MEETING**

Tuesday 15th April 2014

Rising at 6.15 p.m.

Signed: _____
Chairman

Dated: _____ 6th March 2014