

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 28th July 2014 at 6.00pm

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

ALSO PRESENT: R Lane - Town Clerk

APOLOGIES: Councillors: M Gee (late arrival), Mrs S Hooper MBE.

Councillor Killeya in the chair.

HEALTH AND SAFETY ANNOUNCEMENTS

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

33/14/15 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

34/14/15 **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			

35/14/15 **QUESTIONS FROM THE PUBLIC**

None

36/14/15 **HEALTH AND SAFETY**

No report.

37/14/15 **STAFFING**

- a. Grounds Person – update and funding.

The Town Clerk reported that the Grounds person was expected back from sick leave at the end of September 2014.

It was noted that funds of £5500 will be required to budget for contractor service costs up to the end of September.

It was **RECOMMENDED** that:

1. The service costs of £5500 up to the end of September 2014 be funded from the staff contingency budget.
2. £5000 be transferred from general reserves into the staff contingency budget.
3. The Town Clerk investigate service contingency options in the event that the Grounds person does not return to duty in September.

b. Administration Officer

- i. Report the resignation of the Administration Officer

It was **RESOLVED** to note.

Councillor Gee in the meeting.

- ii. Approve the commencement of the appointment process

It was **RECOMMENDED** that:

1. £1500 be transferred from the staff contingency budget to the office budget to cover staffing agency costs.
2. The appointment process proceed for the appointment of an Administration Officer.

It was **RESOLVED** that the Town Clerk investigate issues arising from the employment of agency staff.

38/14/15 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was **RESOLVED** that the press/public leave the meeting because of the confidential nature of the business to be transacted.

39/14/15 **CARETAKING STAFFING**

It was **RESOLVED** to:

1. Proceed with a formal capability meeting according to policy.

2. Report to Full Council with a statement of information on possible outcomes.

40/14/15 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

41/14/15 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY

No report.

42/14/15 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR

None.

43/14/15 PRESS RELEASES OR ARTICLES REQUIRED

None

44/14/15 DATE OF NEXT MEETING

Tuesday 16th September 2014 at 7.00pm

Rising at 6.48 pm

Signed: _____
Chairman

Dated: 7th August 2014