

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 18th November at 7.00 p.m.

PRESENT: Councillors: A. Killeya (Acting Chairman), Mrs J Dent, Mrs S Hooper MBE, W Phillips, D Yates,

ALSO PRESENT: R Lane - Town Clerk

APOLOGIES: Councillors: M Gee.

Councillor Killeya – Vice Chairman in the chair.

HEALTH AND SAFETY ANNOUNCEMENTS

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

59/14/15 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

60/14/15 **TO APPOINT AN ACTING CHAIRMAN AND VICE CHAIRMAN**

Due to the notified absence of the Chairman - Councillor Gee appointments were considered for the Acting Chair and Vice Chairman of the committee.

It was unanimously **RESOLVED** that Councillor Killeya be appointed Acting Chairman.

It was unanimously **RESOLVED** that Councillor Mrs S Hooper M.B.E. be appointed Acting Vice Chairman.

Councillor A. Killeya - Acting Chairman in the chair.

The Acting Chairman conveyed the best wishes of the committee to Councillor Gee.

61/14/15 **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			

62/14/15 **QUESTIONS FROM THE PUBLIC**

None.

63/14/15 **HEALTH AND SAFETY**

No report.

64/14/15 **TO CONSIDER TRAINING REQUESTS AND REPORT BACK ON TRAINING ATTENDED**

The Town Clerk reported on staff training and requests to date and Member's considered future training requirements.

It was **RESOLVED** that a summary report of staff training over the last 2 years be considered by members at the next meeting to identify future training needs.

65/14/15 **BUDGET STATEMENTS**

- a. To receive the current Committee budget statement

It was **RESOLVED** to note.

66/14/15 **TO CONSIDER THE BUDGET FOR 2015/16**

Members gave provisional consideration to the budget for 2015/16 and forecasts for 2016/17 and 2017/18 subject to the outcome of the Devolution Options Group and staff structure review.

It was **RECOMMENDED** that Full Council approve the National Joint Council for Local Government Services 2014-16 pay-scales and allowances award of 2.20%.

It was **RESOLVED** that:

Nominal codes:

5130 Staff Training be increased to £3000

5104 Staff Recruitment Advertising be increased to £1000

5018 Insurance – Key Worker be re-introduced

67/14/15 **STAFFING**

- a. To report the appointment of a Receptionist (pm)

The Acting Chairman reported that recruitment had been successful and the post had now be filled.

It was **RESOLVED** to note.

b. Caretaking

The Acting Chairman updated members on the current staffing status of caretaking staff.

It was **RESOLVED** to note.

c. To consider Christmas arrangements

Members considered the caretaking and administration staffing requirements for the Guildhall over the Christmas holiday period.

It was **RESOLVED** that the Guildhall will close for administration on the 23rd December and re-open on 5th January 2015 however it will remain available for function bookings.

The 24th December will be a Saltash Day holiday award to staff and all other closure dates that are not national holidays may be taken as voluntary holiday.

d. To consider staffing structure

i. Posts required

Members considered the current establishment staffing structure and potential future needs in relation to Churchtown Cemetery and devolution.

It was **RESOLVED** that the Burial Board be requested to submit a Churchtown grounds and administration staffing requirement report for the next Staffing Committee meeting.

ii. Job descriptions

Members considered job descriptions with regard to the current staffing structure and work responsibilities.

It was **RESOLVED** that:

1. The Town Clerk review the accuracy of job descriptions with staff.
2. The Mayor reminded members that any work they require to be undertaken by receptionists is to be authorised by the Town Clerk if it is more than a short (5 minute) routine task.
3. The Mayor reminded members that they are required to book rooms for meetings in advance with reception to avoid double bookings and allow for staffing to be arranged.

4. The Acting Chairman and Town Clerk under delegated authority to introduce a 15 minute period for reception handover operating on a rotating basis (12.45 – 1 pm and 1pm – 1.15 pm) for receptionists on a trial basis up to 23rd December 2014 to be financed from the staff contingency budget.

iii. Salary scales

Members considered salary scales in relation to the current staffing structure and work responsibilities.

It was **RESOLVED** that:

1. Burial Board be requested to give consideration to the Groundsman title and that the salary scale be uplifted to scale 7-9 in line with Caretakers.
2. The Acting Chairman to provide a salary review report for the next meeting to consider all staff salary scales.

68/14/15 **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.

69/14/15 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

None.

70/14/15 **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

No report.

71/14/15 **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR**

Deputy Macebearer

The Acting Chairman informed members of the vacant post for a Deputy Macebearer and the necessity to advertise and interview.

It was **RESOLVED** that the post be advertised at no cost via the Messenger and social media requesting interested parties submit written applications as to their suitability for appointment and that if necessary interviews be conducted by the Town Clerk and Acting Chairman and Acting Vice Chairman if available.

