

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 20th January 2015 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 – Acting 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.

74/14/15 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

75/14/15 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
Town Clerk	11b	Pecuniary	Subject of report.

76/14/15 QUESTIONS FROM THE PUBLIC

None

77/14/15 HEALTH AND SAFETY

The Town Clerk reported that the annual Consultants Health and Safety visit and inspection will be on 28th January 2015.

The Chairman requested that due to the recent turnover of staff, fire drills be conducted for staff, councillors and the public at the earliest

opportunity.

It was **RESOLVED** to note the report and conduct fire drills at the earliest opportunity.

78/14/15 TO CONSIDER TRAINING REQUESTS AND REPORT BACK ON TRAINING ATTENDED

Members considered a two year staff training report.

It was identified that although not legally mandatory there is a lack of first aid trained staff availability during afternoon hours as a result of recent staff turnover.

It was **RESOLVED** that appropriate staff receive first aid training at the earliest opportunity to provide cover in the afternoon.

Members considered the following training requests:

Administration Officer – Intermediate Excel in Truro at a cost of £135.

It was **RESOLVED** to approve subject to a closer training venue being found if possible.

Town Clerk – Society of Local Council Clerks South West Regional Roadshow and Conference at St Mellion. Cost £82.80.

It was **RESOLVED** to approve.

Burial Administration and Grounds Operation.

It was **RESOLVED** to note that the Burial Board has as an EMF budget to provide the necessary training for the establishment of the burial administration and grounds operation for Churchtown Cemetery.

The Chairman deferred consideration of agenda item 8 until after agenda item 12 to allow for consideration of cost implication relating to agenda items 9c, 11a and b.

79/14/15 STAFFING

- a. To report the appointment of temporary Caretaker/Handyperson up to the 31st March 2015.

It was **RECOMMENDED** that Full Council extend the post of temporary Caretaker/Handyperson to 31st March 2016.

- b. Churchtown Cemetery – cemetery administration process – staff structure.

Members considered the administration and operational staffing arrangements for Churchtown Cemetery.

It was **RECOMMENDED** to Full Council:

- 1. The burial administration be staffed by the two existing members of the administration staff for a trial period of 6 months from the opening of the cemetery.

Mornings to be covered by the Senior Administration Officer and afternoons by the Administration Officer and that the Mayor's Parlour be used for conducting burial meetings with clients.

- 2. Additional hours required to service burial administration to be funded from the staff contingency budget under delegated authority.

- c. To consider recommendations from Burial Board:

- i. the Groundsman salary scale be increased from scale 6-8 to 10-12 to account for the additional responsibilities of operating burials and cremations at Churchtown Cemetery.

It was **RESOLVED** to consider the item under agenda item 11a.

- ii. that the current 5 additional hours being worked at Churchtown be incorporated into the 37 hour contract.

It was **RECOMMENDED** that Full Council approve.

- iii. the title Groundsman be changed to Cemetery Warden.

It was **RECOMMENDED** that Full Council approve

- iv. the appointment of a burials administrator for half a day a week

It was **RESOLVED** that the item had been covered under minute 80/14/15 b.

It was noted that once the initial set up period for the new cemetery has been completed, issues related to cemetery staff including training etc., will be handled under delegated authority after appropriate consultation between the Clerk, Chairman of Burial Board and Chairman of Staffing.

- d. To report back and consider reception hand over trial.

It was **RECOMMENDED** that Full Council approve that the 15 minute handover period be made permanent.

- e. Deputy Macebearer appointment.

It was **RESOLVED** that delegated authority be given to the Mayor and Town Clerk to make an appointment.

80/14/15 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.

81/14/15 STAFF PAY

- a. To consider staff pay scales

Members considered the report of the Acting Chairman.

It was **RECOMMENDED** that:

1. Option C be approved by Full Council and that employees who are remaining in their current posts move to the equivalent point on the scale.
2. Casual posts remain on a single point, at the bottom of the equivalent scale.
3. The Cemetery Warden, as a new role, commence at the bottom of the scale.
4. The Council seeks accreditation with the living wage foundation.

Prior to the next item the Town Clerk declared a pecuniary interest and left the meeting.

- b. To consider Town Clerk's pay

It was **RECOMMENDED** that:

- i. Option A from Section B with regard to the scale of the Town Clerk post be approved by Full Council.

- ii. The recommendation in Section C with regard to current incumbent be approved by Full Council.

It was **RESOLVED** to note the committee's best thanks to the Clerk for all of his past and future work.

82/14/15 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To resolve that that the public and press be re-admitted to the meeting.

The Town Clerk was invited and returned to the meeting.

83/14/15 BUDGET STATEMENTS

- a. To receive the current Committee budget statement

It was **RESOLVED** to note the current Committee budget statement.

It was **RESOLVED** that the 2015/16 budget subject to staffing cost changes be recommended to the Policy and Resources Committee for approval by Full Council. (Updated copy attached).

84/14/15 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY

None

85/14/15 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR

None

86/14/15 TO CONSIDER PRESS RELEASES OR ARTICLES REQUIRED

87/14/15

DATE OF NEXT MEETING

Tuesday 17th March 2015 at 7.00 p.m.

Rising at 9.40 pm

Signed: _____
Chairman

Dated: _____