

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 17th March 2015 at 7.00 p.m.

PRESENT: Councillors: Mrs J Dent, M Gee, Mrs S Hooper MBE, W Phillips, D Yates,

ALSO PRESENT: R Lane - Town Clerk

APOLOGIES: Councillors: A Killeya (Acting Chairman)

Mrs S Hooper MBE – Acting 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.

The Acting Vice-Chairman welcomed Councillor Gee back to the committee and wished him a speedy recovery following his forthcoming operation on behalf of all those present.

88/14/15 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

89/14/15 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			

90/14/15 QUESTIONS FROM THE PUBLIC

None

91/14/15 HEALTH AND SAFETY

No report.

92/14/15 TO CONSIDER TRAINING REQUESTS AND REPORT BACK ON TRAINING ATTENDED

Members received a report on training to date and noted that first aid training for a number of staff and planning training for the receptionist pm are to be arranged.

It was **RESOLVED** to note.

93/14/15 BUDGET STATEMENTS

- a. To receive the current Committee budget statement

It was **RESOLVED** to note.

94/14/15 STAFFING

Cemetery Warden

Minute 79/14/15 c ii be referred back to Staffing Committee (Town Council meeting 05/02/15 refers)

- c. To consider recommendations from Burial Board
 - ii. That the current 5 additional hours being worked at Churchtown be incorporated into the 37 hour contract.

It was **RECOMMENDED** that

1. Due to the retirement notice given as of March 2016 by the Cemetery Warden, the 2 contracts for 37 hours and 5 Hours remain in place to allow flexibility for future recruitment.
2. The contract for 5 hours be extended to 31st March 2016.

Receptionist PM

Members considered the probationary period of the post holder.

It was **RESOLVED** that the post holder had successfully completed the probation period.

Annual Appraisals

Annual appraisals to be held on 24th March 2015.

The Acting Vice-Chairman reported that she will be conducting the appraisals for staff members and the Acting Chairman together with the Mayor will conduct the Town Clerk's.

It was **RESOLVED** to note.

95/14/15 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.

96/14/15 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

97/14/15 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY

Senior Administration Sickness Cover

To note:

1. That due to the unforeseen and sudden long term absence of the Senior Administration Officer the Acting Chairman authorised the recruitment and appointment of temporary administration cover from the middle of April for one month to cover staff holidays and the peak of civic activity work load at this time of year.
2. That the Receptionist and Mayors Secretary act as the Senior Member of Staff in the absence of the Town Clerk.
3. That all costs relating to the absence of the Senior Administration Officer be met from the Staff Contingency budget head.

It was **RESOLVED** to note and extend the committee's best wishes for a speedy and full recovery to the Senior Administration Officer.

**98/14/15 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION
OF THE CHAIR**

None

99/14/15 TO CONSIDER PRESS RELEASES OR ARTICLES REQUIRED

None

100/14/15 DATE OF NEXT MEETING

Tuesday 19th May 2015

Rising at 7 pm

Signed: _____
Chairman

Dated: _____