

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 21st July 2015 at 7.00 p.m.

PRESENT: Councillors: Mrs H Frank, (Deputy Mayor, ex-officio), Mrs S Hooper MBE, W Phillips (Mayor, ex-officio).

ALSO PRESENT: R Lane - Town Clerk

APOLOGIES: Councillors: Mrs J Dent – Vice Chairman, M Gee - Chairman, A Killeya.

Meeting commenced at 7.30 pm

Mayor in the chair.

HEALTH AND SAFETY ANNOUNCEMENTS

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

13/15/16 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

14/15/16 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			

15/15/16 QUESTIONS FROM THE PUBLIC

None

16/15/16 HEALTH AND SAFETY

The Town Clerk reported that the annual health and safety audit had been successfully completed.

As a result of the audit a number of additional risk assessments had been completed and that it had been recommended a risk assessment on staff stress be conducted.

It was **RESOLVED** that;

1. A staff risk assessment be conducted by the Chairman and Town Clerk.
2. The formal thanks of the committee be extended to the Caretaker/Handyman for his assistance in achieving a successful health and safety audit report.

17/15/16 TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED

Members noted training undertaken to date and considered training requests.

ICCM Cemetery Legal Compliance in Bodmin on 10th September 2015 at a cost of £125 per person.

It was **RESOLVED** that the Town Clerk, Administration Assistant – Temporary and Administration Officer – Permanent attend.

CALC Freedom of Information and Data Protection in Cornwall at a venue to be confirmed on 23rd September 2015 at a cost of £37 per person.

It was **RESOLVED** that the Town Clerk attend.

Budget Setting and Precept at CALC Offices Truro on 25th September 2015 at a cost of £22 per person.

It was **RESOLVED** that the Administration Officer – Permanent attend.

The National Allotment Society South West Allotments Officers Forum Meeting at Plymouth Guildhall on 13th August 2015 at no cost.

It was **RESOLVED** that the Town Clerk attend.

Microsoft Excel – Intermediate/Advanced Level venue, dates and cost to be confirmed.

It was **RESOLVED** that the Administration Officer – Permanent attend.

Introduction to Local Council Administration venue, dates and cost to be confirmed.

It was **RESOLVED** that the Administration Officer – Permanent attend.

18/15/16 STAFFING

i. Administration Officer

It was **RESOLVED** to approve the Agency transfer fee of £895.80 to be financed from the Staff Contingency Budget.

ii. Cemetery Warden Retirement

The Town Clerk presented a job description and person specification for the recruitment of a Cemetery Warden that consolidates the responsibilities at St Stephens Cemetery and Churchtown Cemetery including burial authority responsibilities at Churchtown Cemetery.

He reported that the Human Resources Consultant had approved the job description and person specification.

It was **RESOLVED** that the job description and person specification be approved for the recruitment of a Cemetery Warden.

iii. Key Worker insurance

It was **RESOLVED** to approve Key Worker Insurance at a cost of £421.99

19/15/16 BUDGET STATEMENTS

a. To receive the current Committee budget statement

It was **RESOLVED** to note.

20/15/16 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.

Senior Administration Officer Update

The Town Clerk updated members on the recovery progress and a welfare meeting that had taken place with the Senior Administration Officer at which the Chairman and Town Clerk had attended.

Members considered correspondence received from the Senior Administration Officer's motor insurance company and solicitor regarding insured cost recovery.

Members considered a personal query received from the Senior Administration Officer relating to her phased return to work upon recovery.

It was **RESOLVED** to refer the personal query to the Human Resources Consultant for a response subject to final approval by the Chairman.

21/15/16 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

22/15/16 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY

None

23/15/16 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR

None

24/15/16 TO CONSIDER PRESS RELEASES OR ARTICLES REQUIRED

None

25/15/16 DATE OF NEXT MEETING

Tuesday 20th October 2015 at 7pm

Rising at 8.25 pm

Signed: _____
Chairman

Dated: _____