

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 19th April 2016 at 7.00 p.m.

PRESENT: Councillors: Mrs J Dent, (Chairman), J Brady, Mrs H Frank, (Deputy Mayor, ex-officio), Mrs S Hooper MBE, A Killeya, W Phillips (Mayor, ex-officio).

ALSO PRESENT: R Lane - Town Clerk

APOLOGIES: Councillors: None

HEALTH AND SAFETY ANNOUNCEMENTS

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

1/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

2/16/17 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			

3/16/17 QUESTIONS FROM THE PUBLIC

None

4/16/17 HEALTH AND SAFETY

Councillor Killeya enquired when the last public and member fire evacuation drill had taken place.

The Town Clerk reported that a drill had taken place within the last year and that two recorded drills are conducted during the year.

It was **RESOLVED** to note.

5/16/17 TO CONSIDER A REQUEST FOR WORK EXPERIENCE

Members considered a work experience request from a sixth form Plymouth College Student.

It was **RESOLVED** to approve.

6/16/17 TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED

No report

7/16/17 TO APPROVE REVISED JOB DESCRIPTIONS FOR:

- i. Grounds and Premises Warden.

It was **RESOLVED** to approve.

- ii. Administration Officer.

It was **RESOLVED** to approve.

8/16/17 BUDGET STATEMENT

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

9/16/17 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.

- i. Senior Administration Officer update.

It was **RESOLVED** to note.

- ii. To consider administration and support staffing resources.

It was **RESOLVED** that:

1. The Chairman and Town Clerk receive delegated authority to arrange interim point of contact arrangements as required.
2. A Staffing Working Party meeting be held to consider a staffing structure review.

10/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

11/16/17 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY

None

12/16/17 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR

None

13/16/17 TO CONSIDER PRESS RELEASES OR ARTICLES REQUIRED

None

14/16/17 DATE OF NEXT MEETING

Tuesday 21st June 2016

Rising at 8.45 p.m.

Signed: _____
Chairman

Dated: _____