

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 15th November 2016 at 7.00 p.m.

PRESENT: Councillors: Mrs J Dent, (Chairman), J Brady, A Killea, W Phillips.

ALSO PRESENT: Councillor Bickford (part), R Lane - Town Clerk, Mrs A Browne – Finance Officer.

APOLOGIES: Councillors: Mrs H Frank, (Mayor, ex-officio), Mrs J Rance.

Councillor Mrs J Dent in the chair.

HEALTH AND SAFETY ANNOUNCEMENTS

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

45/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

46/16/17 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			

47/16/17 QUESTIONS FROM THE PUBLIC

None.

48/16/17 HEALTH AND SAFETY

No report.

49/16/17 TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED

Members received a report of staff training undertaken to date.

It was **RESOLVED** that:

1. The appointed First Aider be listed on the training report.
2. Knapsack spray training be arranged for the Cemetery Warden.

50/16/17 STAFFING

The Chairman announced agenda item 8.b would be the next item of business.

- b. Waterfront and Town Warden Posts.

It was **RESOLVED** to defer the item to the next meeting for a further report on details of working hours and welfare facilities from Councillor Bickford.

Councillor Bickford left the meeting.

- a. Emerging Staff Structure Options.

It was **RESOLVED** that the rational for tiers and scales be reviewed and be considered at the next meeting.

- c. Christmas Closure.

It was **RECOMMENDED** that the Guildhall be closed during Christmas from Friday 23rd December 2016 to reopen on Tuesday 3rd January 2017 to include the Mayor's Saltash Day Award on the 30th December 2016.

- d. To consider offering flu vaccinations to staff.

It was **RESOLVED** to offer flu vaccinations to all staff.

- e. Senior Administration Officer.

The Town Clerk updated members.

It was **RESOLVED** to note.

51/16/17 FINANCE

- a. To receive the current committee budget statement.

It was **RESOLVED** to note.

- b. To set the Staffing budget for 2017/18.

It was **RESOLVED** to defer the item to the next meeting pending the outcome of the emerging staff options report.

- c. Living Wage.

It was **RECOMMENDED** that:

1. Staff on scale point 13 be moved on to point 14.
2. Staff on scale 13-15 be rescaled to 14-15.

52/16/17 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.

53/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

54/16/17 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY

None

55/16/17 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR

1. Dementia Training.

The Chairman requested a member act as liaison with the Dementia Trainer to set up training sessions for staff and councillors.

It was **RESOLVED** that Councillor Phillips take up the role.

2. Town Crier

The Chairman informed members that the Town Crier had submitted his resignation.

It was **RESOLVED** that the resignation be accepted and recruitment be considered at the next meeting.

56/16/17 TO CONSIDER PRESS RELEASES OR ARTICLES REQUIRED

None

57/16/17 DATE OF NEXT MEETING

Tuesday 17th January 2017 at 7.00 p.m.

Rising at 8.25 p.m.

Signed: _____
Chairman

Dated: _____