

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 17th January 2017 at 7.00 p.m.

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

ALSO PRESENT: R Lane - Town Clerk.

APOLOGIES: Councillor: Mrs J Rance.

HEALTH AND SAFETY ANNOUNCEMENTS

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

58/16/17 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

59/16/17 **DECLARATIONS OF INTEREST**

- a. Declarations from Members of any registerable (5A of the 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			

60/16/17 To note an ongoing dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.

It was **RESOLVED** to note.

61/16/17 To note a dispensation to all Committees and Full Council to allow setting of budgets and the precept without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.

It was **RESOLVED** to note.

62/16/17 QUESTIONS FROM THE PUBLIC

None.

63/16/17 HEALTH AND SAFETY

The Town Clerk informed members that the annual inspection had been carried out by the council's appointed consultant and insurance provider and that all matters arising had been satisfied.

It was **RESOLVED** to note.

64/16/17 TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED

a. Training report.

Members received the report of training undertaken to date by staff.

Members considered highway training for staff members for civic occasion road closures particularly relating to the closure of the slip road off the bridge.

It was **RESOLVED** to give consideration to the training of existing members of staff and the Waterside and Town Wardens when appointed.

b. Fixed penalty notice training.

It was **RESOLVED** to give consideration to the training of existing members of staff and the Waterside and Town Wardens when appointed.

65/16/17 STAFFING

a. Emerging Staff Structure Options.

It was **RESOLVED** to progress job evaluations for all posts in the emerging staff structure with an option to be agreed subject to cost by committee members for conducting the work in house or contracting out.

Councillor Mrs H Frank left the meeting.

b. Waterfront and Town Warden Posts.

It was **RESOLVED** to appoint a Waterfront and Town Warden on a 1 year fixed term appointment with immediate effect.

c. Senior Administration Officer.

Members received an update report from the Town Clerk.

It was **RESOLVED** that:

1. No further update reports are required.
2. An agenda item "Staff Welfare" be included on all future agendas.

d. Staff Appraisals.

It was **RESOLVED** that the Chairman and Town Clerk conduct the annual staff appraisals for staff.

e. Finance Officer Hours.

It was **RESOLVED** that the Finance Officer's hours be increased from 20 per week to 25 per week to include 5 flexible hours per week to be worked as required throughout the year as of 1st February 2017.

f. Apprenticeship. (Pursuant to FTC 05.01.2017 Minute Number 393/16/17.

Members considered a request from the Burial Board Committee for the appointment of an apprentice Cemetery Warden to work in both cemeteries.

It was noted that the work conducted at the cemeteries did not provide the practical skills and experience required to fulfil the requirements of an apprenticeship syllabus.

It was **RESOLVED** that in order for the Staffing Committee to fully consider the request for an apprentice that the item be referred back to the Burial Board Committee for a full report and job description.

66/16/17 FINANCE

a. Cornwall Pension Fund – Funding Strategy Statement 2017 Consultation.

It was **RESOLVED** to note and submit no comment.

b. To receive the current Committee budget statement.

It was **RESOLVED** to note.

c. To set the Staffing budget for 2017/18.

It was **RESOLVED** to submit the Staffing Budget 2017/18 (as attached) to the Policy and Resources Precept meeting.

67/16/17 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.

68/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

69/16/17 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY

No report.

70/16/17 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR

Councillor Killeya referred members to the vacant post of Town Crier.

It was **RESOLVED** to defer consideration for an appointment to the new Staffing Committee at its first meeting in 2017/18.

71/16/17 TO CONSIDER PRESS RELEASES OR ARTICLES REQUIRED

None.

72/16/17 DATE OF NEXT MEETING

Tuesday 21st March 2017 at 7.00 p.m.

Rising at 9.10 p.m.

Signed: _____
Chairman

Dated: _____