

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 21st March 2017 at 7.00 p.m.

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

ALSO PRESENT: R Lane - Town Clerk.

APOLOGIES: None.

HEALTH AND SAFETY ANNOUNCEMENTS

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

73/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

74/16/17 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			

75/16/17 QUESTIONS FROM THE PUBLIC

None.

76/16/17 HEALTH AND SAFETY

The Town Clerk reported that PPE and a monitoring system for lone working by the Waterfront and Town Warden are being implemented.

Councillor Killeya referred to the potential requirement for DBS enhanced checks to be conducted for any staff employed to work at the Waterfront and in Town.

It was **RESOLVED** that the Town Clerk consult and determine if enhanced DBS checks are required to be carried out for staff employed to work at the waterfront and in town.

77/16/17 TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED

Members received the staff training record and considered training requests.

The Town Clerk reported that the Administration Officer had agreed to act as the Designated Safeguarding Officer subject to training and that the Grounds and Premises Warden has been recorded as the Designated Legionnaire Officer.

The Town Clerk reported that 12 places have been booked with Cornwall Council on 25th May 2017 for staff and new councillors to attend Code of Conduct Training.

The Town Clerk reported that arrangements for the Dementia Awareness Training had now been received and conveyed to staff and members for their opportunity to attend.

The Town Clerk reported that the newly appointed Waterfront and Town Warden is currently undergoing induction, first aid and health and safety training with additional training to follow as may be required.

It was **RESOLVED** that the following training be approved within budget:

Designated Safeguarding Officer Training for Children and Vulnerable Adults – Administration Officer.

Code of Conduct – Administration Staff and Councillors.

SLCC Negotiation Skills – Town Clerk.

SLCC Promotion of Assets, Venues and Facilities – Town Clerk and Senior Administration Officer.

SLCC Planning – Town Clerk.

SLCC Data Protection - Town Clerk

SLCC VAT – Town Clerk, Finance Officer and Administration Officer

Cornwall Council Local Government Pension Scheme Employer Training – Finance Officer and subject to the delegated decision of the Town Clerk the Administration Officer.

78/16/17 BUDGET STATEMENTS

- a. To receive the current Committee budget statement

It was **RESOLVED** to note.

79/16/17 STAFFING

- a. Staff Welfare.

The Town Clerk reported that a welfare accommodation unit to be located at the Waterfront for the Waterfront and Town Warden is in the process of selection and procurement.

It was **RESOLVED** to note.

- b. Emerging staff structure.

It was **RESOLVED** to defer to the next meeting.

- c. To consider an S106 application for 3 part-time Waterfront and Town Wardens from April 2017.

It was **RESOLVED** to defer to the next meeting.

- d. To report back on appraisals.

The Chairman reported that all staff appraisals had been conducted.

It was **RESOLVED** to note and approve incremental increases for those staff not at the top of their scale.

- e. Administration support.

It was **RESOLVED** to approve 9 additional hours per week from 1st April 2017 until 30th September 2017 for the Receptionist P.M. to provide additional administration support subject to consultation and agreement with the Senior Administration Officer and the Receptionist P.M.

The additional hours to be worked Wednesday to Friday 9 a.m. to 12 noon utilising the vacant Finance Officers desk.

- f. To approve the nationally agreed pay award for 2017 of 1% as of 1st April 2017.

It was **RESOLVED** approve.

80/16/17 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.

81/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

82/16/17 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY

None

83/16/17 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR

None

84/16/17 TO CONSIDER PRESS RELEASES

None

85/16/17 DATE OF NEXT MEETING

Tuesday 20th June 2017 at 7.00 p.m.

Rising at 8.20 p.m.

Signed:

Chairman

Dated: _____