

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 20<sup>th</sup> June 2017 at 7.00 p.m.

**PRESENT:** Councillors: J Brady, G Challen, J Dent, (Mayor, ex-officio), J Rance, G Taylor, D Yates, (Deputy Mayor, ex-officio).

**ALSO PRESENT:** 4 Members of the public, R Lane - Town Clerk.

**APOLOGIES:** Councillors: None.

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Councillor 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.

**01/17/18** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

**02/17/18** **TO ELECT A CHAIRMAN**

It was **RESOLVED** to elect Councillor Rance.

Councillor Dent left the meeting.

Councillor Rance in the Chair.

**03/17/18** **TO ELECT A VICE-CHAIRMAN**

It was **RESOLVED** to elect Councillor Taylor

Councillor Dent returned to the meeting.

**04/17/18** **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			

**05/17/18      QUESTIONS FROM THE PUBLIC**

None.

**06/17/18      HEALTH AND SAFETY**

- a. Report on requirement for enhanced DBS checks for staff employed to work at the waterfront and in the town.  
**(Pursuant to Staffing Committee 21.03.2017 minute number 76/16/17).**

The Town Clerk reported that the Safeguarding Coordinator at Cornwall Council had advised that the Waterfront and Town Warden posts are not eligible for enhanced DBS checks.

However, a basic Disclosure and Barring Service check does not have any role or activity requirements and could be applied.

It was **RESOLVED** that all new staff appointments be subject to a DBS check (formally known as CRB).

- b. Any other health and safety issues.

**Railway Station Building**

The Town Clerk reported that an asbestos and safety survey of the station building had identified a number of health and safety issues that require any person entering the building to wear PPE including breathing respirators.

It was **RECOMMENDED** that sanitisation works of the building be conducted at the earliest opportunity.

**Pontoon and Lone Workers**

The Town Clerk reported that a risk assessment has been conducted for the management and operation of the pontoon and that additional personal safety and emergency communication equipment is being put in place for all lone workers.

It was **RESOLVED** to note.

**07/17/18      TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

Councillor Brady noted that the Town Clerk and Finance Officer will be conducting in-house training for new councillors on finance procedures and the scheme of delegation.

The Town Clerk informed members of Calc training sessions available for members.

Members received the training record report to date.

It was **RESOLVED** to note.

**08/17/18      BUDGET STATEMENTS**

- a. To receive the current Committee budget statement

It was **RESOLVED** to note.

**09/17/18      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.

**10/17/18      STAFFING**

- a. **Emerging staff structure.**

It was **RESOLVED** that the Chair, Vice Chair and Town Clerk review work undertaken to date and report back to a future meeting.

- b. **Waterfront and Town Warden staffing.**

The Town Clerk reported on current staff operations to date and the recruitment progress of a further 3 wardens.

Members considered working hours and shift cover options.

It was **RESOLVED** that delegated authority be given to the Chairman, and Town Clerk in consultation with the Waterfront Working Party Chairman to determine working hour allocations and shift patterns following the outcome of the recruitment for additional Waterfront and Town Wardens.

- c. **To consider the appointment of a Town Crier.**

Pursuant to Staffing Committee 17.01.2017 minute number 70/16/17.

It was **RESOLVED** that the Chair, Vice Chair and Town Clerk work up a Job Description and cost report for the next meeting.

- d. **Staff welfare.**

The Town Clerk updated members on welfare issues.

It was **RESOLVED** to note.

**11/17/18      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**12/17/18     REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None.

**13/17/18     ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR**

None.

**14/17/18     PRESS RELEASES**

None.

**15/17/18     DATE OF NEXT MEETING**

Tuesday 19<sup>th</sup> September 2017 at 7.00 p.m.

Rising at 20.05 p.m.

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_