



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

13th September 2017

Dear Councillor,

I write to summon you to a meeting of the **Staffing Committee** to be held at the Guildhall on **Tuesday 19th September 2017 at 7.00pm.**

Yours sincerely,

R Lane
Town Clerk

To:

J Brady	J Dent (Mayor, ex-officio voting)
G Challen	D Yates (Deputy Mayor, ex-officio voting)
J Rance - Chairman	
G Taylor – Vice-Chairman	Other members of the council for information

AGENDA

1. Health and Safety Announcements
2. Recording of meetings – please notify the Chairman if you are intending to record this meeting

Please note: All meetings are open to the public and could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed we cannot guarantee this especially if you are speaking or taking an active role.

3. Apologies
4. Declarations of Interest:
 - a. To receive any 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. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting
 - c. To consider dispensations required
 - d. To Note ongoing dispensations:
 - i. for Councillor Rance to act as Chairman of the Saltash Team for Youth and commissioning of Youth Work.
 - ii. for Councillors Challen and Miller for Full Council and all associated Committees in relation to their roles as representatives of Saltash Town Council on the Chamber of Commerce.
5. Questions from the public
6. Health and Safety
7. Training
 - a. To consider training requests and to report back on training attended
 - b. To consider street works permit and certification for the Grounds and Premises Warden
8. To consider amendment of the Recruitment Policy.
9. Budget statements
 - a. To receive the current Committee budget statement
10. Staffing:
 - a. Emerging staff structure

- b. To review additional administration support to 29th September 2017
- c. Operational staffing

Pursuant to Extraordinary Meeting held 10.08.2017 Minute no. 29/17/18
OPERATIONAL STAFFING

Members considered operational staffing.

It was **RESOLVED** to defer the item to the next meeting to identify and review potential and future operational demands.

- d. To consider the appointment of a Town Crier.

Pursuant to Staffing Committee 20.06.2017 minute no. 10/17/18c

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

- e. To approve job descriptions for the Town Sergeant, Mace Bearer and Town Crier
- f. Forward planning for staffing and accommodation

Pursuant to Business Strategy and Forward Planning Working Party 02.08.2017 note no. 11/17/18(1)
FORWARD PLANNING FOR STAFFING AND ACCOMMODATION

It was **AGREED** that:

This item be deferred to the Staffing Committee for consideration reporting back to the Business Strategy and Forward Planning Working Party.

- g. Staff Welfare

11. Public Bodies (Admission to Meetings) Act 1960

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted

12. Public Bodies (Admission to Meetings) Act 1960

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

13. Reports on exercise of delegated powers under policy

14. Any other urgent staffing matters at the discretion of the Chair

15. To consider any press releases or articles required

16. Date of next meeting: Tuesday 21st November 2017 at 7.00pm