

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 21<sup>st</sup> November 2017 at 7.00 p.m.**

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

**ALSO PRESENT:** R Lane - Town Clerk

**APOLOGIES:** None

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### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

### **52/17/18      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.

### **53/17/18      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.
- 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.

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
None			

**54/17/18      QUESTIONS FROM THE PUBLIC**

None.

**55/17/18      HEALTH & SAFETY**

The Town Clerk reported that health and safety works are being conducted to the ancillary station building entrances and rooms to allow safe access for staff, architects and other interested parties to view prior to refurbishment works.

It was **RESOLVED** to note.

**56/17/18      TRAINING**

- a. To consider training requests and to report back on training attended.

The Town Clerk reported that:

The Grounds and Premises Warden and Cemetery Warden are now qualified for Traffic Management for Community Events.

The Cemetery Warden is now qualified for Knapsack Spraying.

The Healthy Workforce Stress Management course for all staff is taking place in November and January.

It was **RESOLVED** to note.

**57/17/18      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.

**58/17/18      STAFFING**

- a. Emerging staff structure

It was **RESOLVED** that:

The 2017 Living Wage increase introduced in November be implemented as of 1<sup>st</sup> December 2017 to include the differential increase to all staff scales to maintain overall pay scales funded from the existing staffing budget.

It was **RECOMMENDED** that:

1. An Assistant Town Clerk be appointed as soon as possible on a pay scale to be agreed by the Staffing Committee funded from General Reserves to 31<sup>st</sup> March 2018.
2. A Devolution Administrator scale 15-17 be precepted for in the 2018/19 budget.
3. Upon the expiry of their current contracts the Town and Waterfront Leader and 3 Town and Waterfront Wardens hours be uplifted from 25 to 37 hours per week on a 3 year fixed term contract funded from General Reserves to 31<sup>st</sup> March 2018.
4. The Town and Waterfront Leader pay scale be uplifted from scale 15-17 to 18-20 upon the implementation of the new contract.
5. Three cleaners be appointed as soon as possible to cover a 7 day operation for cleaning toilets and council buildings. Hours to be determined upon operational requirements. Funded from the outsourced contract budget.
6. A Cemetery Grounds worker be appointed 37 hours per week on scale 15-16.

b. To review additional administration support

It was **RESOLVED** the Receptionist/Planning Administrator and Receptionist/Mayor's Secretary hours be increased from 20 to 30 hours per week each until the 31<sup>st</sup> March 2018 funded from the existing staffing budget.

c. Operational staffing

It was **RESOLVED** this item had been covered under minute 57/17/18 a 5.

**59/17/18**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

d. Forward planning for staffing and accommodation

The Town Clerk reported that the Business Strategy and Forward Planning Sub Committee had received an offer of an additional office at Belle Vue that was declined. However the feasibility of utilising the Maurice Huggins Room as an office is currently being determined.

e. Christmas opening hours and leave

It was **RESOLVED** that:

1. The Guildhall will close on Friday 22<sup>nd</sup> December 2017 and re-open on Tuesday 2<sup>nd</sup> January 2018.
2. All staff be awarded a Saltash Day additional days leave.
3. The Town Clerk and Chairman of Services arrange duty of care and emergency arrangements for operational areas with the Town and Waterfront Leader over the Christmas and New Year.

f. Staff welfare

The Town Clerk updated members on staff welfare issues.

It was **RESOLVED** to note.

**60/17/18      BUDGET STATEMENTS**

a. To receive the current Committee budget statement

It was **RESOLVED** to note.

b. To set the Committee budget for 2018/19

It was **RECOMMENDED** that the 2018/19 budget be adopted by Full Council.

**61/17/18      TO CONSIDER A REQUEST FROM Pluss FOR A WORK EXPERIENCE PLACEMENT**

It was **RESOLVED** the Chairman and Town Clerk determine the suitability for implementing the placement and review the committee resolution on work experience placement.

**62/17/18      REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None.

**63/17/18     ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION  
OF THE CHAIR**

None.

**64/17/18     PRESS RELEASES**

None.

**65/17/18     DATE OF NEXT MEETING**

Tuesday 16<sup>th</sup> January 2018 at 7.00 p.m.

Rising at: 21.45

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

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