

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 17th July 2018 at 7.00 p.m.

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

ALSO PRESENT: R Lane - Town Clerk, A Thomas - Senior Administration Officer (part meeting).

APOLOGIES: Councillors: None.

HEALTH AND SAFETY ANNOUNCEMENTS

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

27/18/19 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

28/18/19 **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			

- d. To note ongoing dispensations:
 - i. for Councillor Rance to act as Chairman of the Saltash Team for Youth and Commissioning of Youth Work to the end of the municipal year 2018/19.
 - 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 to the end of the municipal year 2018/19.

29/18/19 **QUESTIONS FROM THE PUBLIC**

None.

30/18/19 **BUDGET STATEMENTS:**

a. To receive the Current Committee budget statement.

It was **RESOLVED** to note.

31/18/19 **TO CONSIDER THE APPOINTMENT OF A TOWN CRIER**
(Pursuant to Staffing 10.08.17 minute no. 45/17/18d)

It was **RESOLVED** that Councillor Challen progress the appointment with the Civic Regalia Working Party.

32/18/19 **TO NOTE THE APPOINTMENT OF THE OFFICE MANAGER**

It was **RESOLVED** to note.

33/18/19 **TO APPROVE THE TITLE CHANGE OF SENIOR ADMINISTRATION**
OFFICER TO SENIOR POLICY AND DATA COMPLIANCE
MONITORING OFFICER

It was **RESOLVED** to approve.

34/18/19 **TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON**
TRAINING ATTENDED

It was **RESOLVED** to note.

35/18/19 **POLICIES:**

I. Data Protection Policy – Employees.

It was **RECOMMENDED** the policy be adopted.

II. Criminal Records Policy.

It was **RECOMMENDED** the policy be adopted.

III. Equality of Opportunity Policy.

It was **RECOMMENDED** the policy be adopted.

36/18/19 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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.

37/18/19 **STAFFING:**

a. Emerging staff structure – ongoing no further reports.

It was **RESOLVED** to note.

b. To review staffing support event working hours for the Waterfront and Town Wardens and Toilet and Premises Cleaners.

It was **RESOLVED** to consider the item at the Committee Chairman's meeting.

c. Operational Staffing.

The Chairman updated members on operational staffing measures implemented to cover notified sick leave.

It was **RESOLVED** to note and approve a responsibility related uplift of 2 scale points for a member of staff providing cover for the member of staff on sick leave.

d. Staff welfare.

No report.

38/18/19 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

39/18/19 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

40/18/19 **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

No report.

41/18/19 **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR**

None.

42/18/19 **PRESS RELEASES**

None.

43/18/19 **DATE OF NEXT MEETING**

Tuesday 16th October 2018 at 7.00 p.m.

Rising at 9.20 p.m.

Signed _____

Dated _____