

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Thursday 17th January 2019 at 6.30 p.m.

PRESENT: Councillors: G Challen (Deputy Mayor, ex-officio), J Dent, B Samuels (Chairman).

ALSO PRESENT: 3 Members of the public, R Lane - Town Clerk.

APOLOGIES: Councillor: J Rance (Vice-Chairman).

HEALTH AND SAFETY ANNOUNCEMENTS

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

73/18/19 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

74/18/19 **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:
- d.

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
None			

The Chairman notified members that Councillor Brady had resigned from the Staffing Committee.

75/18/19 **QUESTIONS FROM THE PUBLIC**

None.

76/18/19 **BUDGET STATEMENTS**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

77/18/19 **TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

It was **RESOLVED** to note.

78/18/19 **POLICIES**

- a. Recruitment Policy.

It was **RESOLVED** to approve updates to the policy.

79/18/19 **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None.

80/18/19 **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.

81/18/19 **STAFFING**

- a. Chairman of Staffing report.

It was **RESOLVED** to note.

- b. Line management structure.

It was **RECOMMENDED** that upon the transfer of the Library to STC the Office Manager be appointed line manager for library staff.

It was **RECOMMENDED** that the Grounds and Premises Warden be formally appointed Line Manager for all Town and Waterfront Staff and receive an incremental increase from point 20 to 21.

It was **RESOLVED** that due to staff vacancies to extend the uplift in Town and Waterfront Wardens hours from 30 to 37 per week until further notice.

It was **RESOLVED** that a proposed staffing structure to reflect the incoming committee structure be put to the Committee Structure Meeting for consultation and consideration prior to recommendation to Full Council.

c. Library update.

It was **RESOLVED** to note.

d. Operational staffing.

It was **RESOLVED** to continue with the multi skills training of operational staff across all service areas.

e. Staff welfare.

No report.

82/18/19 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

83/18/19 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

84/18/19 **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN**

None.

85/18/19 **PRESS RELEASES**

None.

86/18/19 **DATE OF NEXT MEETING**

Tuesday 26th February 2019 at 6.30 p.m.

Rising at 8.25 pm.

Signed _____

Dated _____