

## SALTASH TOWN COUNCIL

### Minutes of The Extraordinary Meeting of the Staffing Committee held at the Guildhall on Tuesday 5<sup>th</sup> February 2019 at 6.00 p.m.

**PRESENT:** Councillors: G Challen (Deputy Mayor, ex-officio), J Dent, M Fox, J Rance (Vice-Chairman), B Samuels (Chairman).

**ALSO PRESENT:** R Lane - Town Clerk, S Emmett – Finance Officer (part meeting).

**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.

**87/18/19** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

**88/18/19** **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:

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non Pecuniary</b>	<b>Reason</b>
None			

**89/18/19** **QUESTIONS FROM THE PUBLIC**

None.

**90/18/19** **POLICIES**

- a. To review the Recruitment Policy.

Members considered the cost benefit relating to responses of advertising in the press to that of the use of social media.

It was **RESOLVED** to delete line 4 b.

**91/18/19**      **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

It was **RESOLVED** to note the Chairman of Staffing under the delegated authority of Chairman had approved the payment of lieu time hours accrued and exam study leave for a member of staff.

**92/18/19**      **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.

**93/18/19**      **STAFFING**

a. Chairman of Staffing report.

It was **RESOLVED** to note.

b. Line management structure.

It was **RECOMMENDED** that:

1. All operational staff to be retitled Service Delivery Staff.
2. The Town and Waterfront/Caretaker post be re-designated Service Delivery General Assistant for all STC premises.

d. Library update.

It was **RESOLVED** to note Tupe consultation meetings with library staff have now taken place.

d. Operational staffing.

It was **RECOMMENDED** that:

1. The post of Office Manager be re-designated Head of Administration and Library Services on Scale 24-28 point 26 as of 1<sup>st</sup> April 2019.
2. The Finance Officer post be regraded to Scale 18-23 point 20 as of 1<sup>st</sup> April 2019.
3. The Town and Waterfront Warden fixed term appointment to 31<sup>st</sup> March not be renewed.
4. Seasonal Service Delivery staff be appointed as necessary and required as of 1<sup>st</sup> April 2019.

e. Staff welfare.

Members considered a flexible working hours request from a member of staff.

It was **RESOLVED** to decline the request due to staffing levels and operational requirements.

Members considered human resource training for staffing committee councillor members.

It was **RESOLVED** that the Town Clerk seek training opportunities and costs for the next meeting.

**94/18/19      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**95/18/19      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**96/18/19      ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN**

None.

**97/18/19      PRESS & SOCIAL MEDIA RELEASES**

None.

**98/18/19      DATE OF NEXT MEETING**

Tuesday 26<sup>th</sup> February 2019 at 6.00 p.m.

Rising at 8.25 p.m.

Signed \_\_\_\_\_

Dated \_\_\_\_\_