

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 26th February 2019 at 6.30 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.

APOLOGIES: None.

HEALTH AND SAFETY ANNOUNCEMENTS

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

99/18/19 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

100/18/19 **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. | | | |

101/18/19 **QUESTIONS FROM THE PUBLIC**

None.

102/18/19 **BUDGET STATEMENTS**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

103/18/19 **TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

It was **RESOLVED** to note the training report and approve:

1. Driving tuition and test for one member of staff.
2. Electrical training to achieve I.E.E.E. certification for one member of staff.
3. Two members of staff to attend a Leadership training course.
4. HR training day in May for Personnel Committee members, Chairs and Vice Chairs of Committees and Line Managers.

104/18/19 **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.

105/18/19 **STAFFING**

- a. Chairman of Staffing report.

It was **RESOLVED** to note.

- b. To report back on annual appraisals.

The Chairman reported all appraisals had been conducted with successful outcomes bar one outstanding not held due to sickness.

It was **RESOLVED** to note.

- c. To approve annual incremental point progression.

It was **RECOMMENDED** to approve all.

- d. NALC – National Joint Council for Local Government Services Employment Briefing 2018-2019 National Salary Award.

Members considered the report of the Finance Officer.

It was **RECOMMENDED** to approve and adopt the NJC national salary award and new pay scale structure.

Including uplift changes within budget to a number of administration, library and grounds staff posts to achieve internal parity, rationalisation and compliance with the NJC structure.

e. Line management structure.

It was **RECOMMENDED** that the Grounds and Premises Warden and Lead Town and Waterfront Warden be joint Line Managers on equal scale points as included in (d) above for all outdoor and premises staff with associated responsibilities.

f. Library update.

It was **RESOLVED** to note the post of Library Cleaner will no longer be transferred under TUPE.

g. Operational Staffing.

1. Further to the post of Office Manager being re-designated Head of Administration and Library Services on Scale 24-28 point 26 as of 1st April 2019.

It is **RECOMMENDED** that the appointment be effective from 1st March 2019 the date of official transfer of the library to STC from CC.

2. Administration Support.

It was **RESOLVED** that council staff will not provide administrative support or attend working party meetings without the authority of Full Council.

h. Staff welfare.

1. The Chairman reported that Churchtown Cemetery staff welfare facilities have been reviewed and updated and a review of the Waterfront cabin is to be conducted.

It was **RESOLVED** to note.

2. A previously received request for flexible working arrangements was re-considered on welfare grounds.

It was **RESOLVED** to consider all options available other than the original request that was refused due to staffing levels and operational requirements.

i. Council meeting procedures and meeting with Staff.

It was **RESOLVED** that Councillors requiring a meeting with the Town Clerk, Office Manager and Finance Officer are to book a meeting time with the appropriate officer.

106/18/19 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

107/18/19 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

108/18/19 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN

None.

109/18/19 PRESS RELEASES

None.

110/18/19 DATE OF NEXT MEETING

Tuesday 30th April 2019 at 6.30 p.m

Rising at 8.55 p.m.

Signed _____

Dated _____