

## SALTASH TOWN COUNCIL

### Minutes of an Extraordinary Meeting of the Staffing Committee held at the Guildhall on Thursday 28<sup>th</sup> March 2019

**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.

**111/18/19** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

**112/18/19** **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			

**113/18/19** **QUESTIONS FROM THE PUBLIC**

None.

**114/18/19**     **BUDGET STATEMENTS**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

**115/18/19**     **TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

It was **RESOLVED** to note the Head of Administration and Library Services and the Receptionist/Mayors Secretary will be attending a Cornwall Council Library Systems Training Day.

**116/18/19**     **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.

**117/18/19**     **STAFFING**

- a. Chairman of Staffing report.

It was **RESOLVED** to note.

- b. Library update.

The Chairman informed members that a Library Information Assistant 21 hours per week fixed term appointment ends on the 26<sup>th</sup> May 2019.

It was **RESOLVED** to advertise and recruit a Library Information Assistant 21 hour per week SCP 7-9 on a permanent basis.

- c. Operational staffing.

1. The Chairman reported the Town and Waterfront Leader had submitted a letter of resignation effective from 26<sup>th</sup> April 2019.

It was **RESOLVED** to note.

2. Members considered a request from a member of staff to reduce their weekly working hours from 25 to 19.

It was **RESOLVED** not to approve due to operational staffing requirements.

3. Members considered a request from a member of staff to reduce their working day to finish at 4 pm.

It was **RESOLVED** not to approve due to operational staffing requirements.

4. Members considered the temporary uplift in weekly hours from 30 to 37 ending on the 31<sup>st</sup> March 2019 for a Town and Waterfront Warden.

It was **RESOLVED** to approve the permanent uplift in hours from 30 to 37 hours per week as of 1<sup>st</sup> April 2019.

5. Members considered operational staffing requirements.

It was **RESOLVED** subject to the agreement of the current Chairman and Vice Chairman of Services to:

- I. Appoint a Services Superintendent on 37 hours per week on SCP 13-17.
- II. Appoint a Services Operative on 30 hours per week on SCP 7-9.

d. Staff welfare.

Members considered staff welfare issues.

It was **RESOLVED** the Chairman of Staffing and Town Clerk will progress any matters arising.

**118/18/19     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**119/18/19     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**120/18/19     REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

The Chairman reported that approval had been given to pay a member of staff in place of awarding lieu time off for additional work undertaken out of normal working hours.

**121/18/19 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN**

None.

**122/18/19 PRESS RELEASES**

None.

**123/18/19 DATE OF NEXT MEETING**

Tuesday 30<sup>th</sup> April 2019 at 6.30 p.m

Rising at 7.40 pm.

Signed \_\_\_\_\_

Dated \_\_\_\_\_