



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

24th April 2019

Dear Councillor,

I write to summon you to a meeting of the **Staffing Committee** to be held at the Guildhall on **Tuesday 30th April 2019 at 6:30 p.m.**

Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email enquiries@saltash.gov.uk

Yours sincerely,

R Lane
Town Clerk

To:

G Challen - (Deputy Mayor, ex-officio)	Other members of the council for information
J Dent	
M Fox	
J Rance – Vice Chairman	
B Samuels - Chairman	

AGENDA

1. Health and Safety Announcements.
2. Recording of meetings – please notify the Chairman if you are intending to record this meeting.

Please note: All meetings are open to the public and could be filmed or recorded by broadcasters, the media, council members, the Council, or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this especially if you are speaking or taking an active role.

3. Apologies.
4. Declarations of Interest:
 - a. To receive any 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. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
 - c. To consider dispensations required.
5. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.

6. Budget statements:
 - a. To receive the current Committee budget statement.
7. To consider training requests and to report back on training attended.
 - a. ACAS Human Resources training day booked for the 20th June 2019.
8. To consider Risk Management Reports as may be received.
9. To approve job descriptions for:
 - a. Services Superintendent.
 - b. Services General Assistant.
10. To consider revised job descriptions for:
 - a. Grounds and Premises Warden
 - b. Town and Waterfront Warden.
11. Library update.
12. To approve the inflation pay increase for all TUPE library staff scale – Grade E.

13. Public Bodies (Admission to Meetings Act 1960

To resolve that 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.

Staffing:

- a. Chairman of Staffing report.
- b. Operational staffing.
- c. Staff welfare.

14. Public Bodies (Admission to Meetings) Act 1960

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

15. To consider any items referred from the main part of the agenda.

16. Reports on exercise of delegated powers under policy.

17. Any other urgent staffing matters at the discretion of the Chairman.

18. Press releases.

19. Date of next meeting: In line with the new Committee Structure, Staffing is now replaced by the Personnel Committee and the next meeting will be held on Thursday 2nd May upon the rising of Full Council to elect a Chair and Vice Chair.

Please note: It is Members responsibility to disclose a non-registerable interest or a disclosable pecuniary interest in any matter being considered or to be considered at the meeting.

Please leave the form in your folder provided for the Administration Officer to collect at the end of the meeting.

Councillor: _____

Committee: _____

Date of Meeting: _____

Declarations of Interest:

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- b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at the meeting.
- c. To consider dispensations required.

Agenda Item	Pecuniary	Non-Pecuniary	Reason	Left the Meeting	Remained at Meeting	Ongoing Dispensation	Dispensation Requested	No Interest Declared