

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 30<sup>th</sup> April 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, Sonia 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.

**1/19/20** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

**2/19/20** **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			

**3/19/20** **QUESTIONS FROM THE PUBLIC**

None.

**4/19/20**      **BUDGET STATEMENTS**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

**5/19/20**      **TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

Members noted training undertaken to date and considered training proposals and requests.

It was **RESOLVED** approve:

1. ACAS Human Resources training day booked for the 20<sup>th</sup> June 2019 10.30 am – 4.30 pm. Attendees Personnel Committee members, Line Managers, Mayor, Deputy Mayor, Committee Chairs and the Vice Chairs if Chair unavailable or are a serving member on the Personnel Committee.
2. The Finance Officer to undertake a combined HR and Payroll Diploma on line course.
3. The Administration Officer and Receptionist/Planning Administrator receive Cemetery and Crematorium Training.
4. A First Aid Training Day for Library Staff on 24<sup>th</sup> May 2019 and approve Toil for members of staff attending.

It was **RESOLVED** to defer Services Staff Legionnaire checking training until vacant posts have been filled.

**6/19/20**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**7/19/20**      **TO APPROVE JOB DESCRIPTIONS FOR:**

- a. Services Superintendent.

It was **RESOLVED** to approve.

- b. Services General Assistant.

It was **RESOLVED** approve.

**8/19/20**      **TO CONSIDER REVISED JOB DESCRIPTIONS FOR:**

- a.      Grounds and Premises Warden.

It was **RESOLVED** to approve the revised Job Description to reflect line management structure change.

- b.      Town and Waterfront Warden.

It was **RESOLVED** to approve that the Town and Waterfront Warden staff job description be updated to that of a Service Delivery General Assistant job description to reflect structure changes.

**9/19/20**      **LIBRARY UPDATE**

The Chairman updated members on library staff recruitment and appointments.

It was **RESOLVED** to note.

**10/19/20**      **TO APPROVE THE INFLATION PAY INCREASE FOR ALL TUPE LIBRARY STAFF SCALE – GRADE E**

It was **RESOLVED** that:

1. All library staff Tupe'd on Cornwall Council contracts receive the annual inflationary salary increase as of 1<sup>st</sup> April 2019.
2. All library staff Tupe'd on Cornwall Council contracts be offered the ability to transfer onto a Saltash Town Contract.

**11/19/20**      **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.

**12/19/20**      **STAFFING**

- a.      Chairman of Staffing report.

It was **RESOLVED** to note and approve an Occupational Health report for a member of staff.

b. Operational staffing.

The Chairman updated members on the progress for the recruitment of Services staff.

It was **RESOLVED** to note.

The Chairman reported on Finance and Administration staffing.

It was **RECOMMENDED** that:

1. A Finance Assistant be appointed for 20 hours per week on NJC scale 13-17.
2. In order to accommodate Finance staff a larger office be rented at Belle Vue at a cost of £800 per quarter plus rates.

It was **RESOLVED** that the Chairman, Vice Chairman and Town Clerk review additional internal staffing options.

c. Staff welfare.

No report.

**13/19/20**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**14/19/20**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**15/19/20**      **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

The Chairman reported that delegated power had been exercised to authorise additional temporary working hours for a member of staff and payment in lieu of holidays for two members of staff.

It was **RESOLVED** to note.

**16/19/20**      **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN**

Member's considered the opportunity to utilise Plymouth City Councils recruitment web page at no cost for advertising vacant posts.

It was **RESOLVED** to approve.

**17/19/20**     **PRESS RELEASES**

None.

**18/19/20**     **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 2<sup>nd</sup> May 2019 upon the rising of Full Council to elect a Chair and Vice Chair.

Rising at 8.10 p.m.

Signed \_\_\_\_\_

Dated \_\_\_\_\_