

SALTASH TOWN COUNCIL

Minutes of an Extraordinary Meeting of the Personnel Committee held at the Guildhall on Tuesday 11th June 2019 at 6.30 p.m.

PRESENT: Councillors: G Challen, J Dent, M Fox, M Parker, J Rance (Vice-Chairman), B Samuels (Chairman).

ALSO PRESENT: R Lane - Town Clerk.

APOLOGIES: Councillors: 1 Member of the public.

HEALTH AND SAFETY ANNOUNCEMENTS

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

5/19/20 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

6/19/20 **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:

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
None			

7/19/20 **QUESTIONS FROM THE PUBLIC**

None.

8/19/20 **SAFEGUARDING – COUNCILLOR RANCE**

Councillor Rance informed members of the need for Safeguarding training for members of staff working in front line positions with the public.

It was **RESOLVED** that:

1. Level 2 Safeguarding training be provided for all staff and interested councillors.
2. Two training sessions be provided one during the day and one in the evening if feasible.
3. A budget of up to £550 be put in place to facilitate the training.

9/19/20 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press leave the meeting because of the confidential nature of the business to be transacted.

10/19/20 **STAFFING**

- a. To consider staffing.

It was **RESOLVED** that subject to consultation with the Chairman of Policy and Finance:

1. The Finance Assistant position be uplifted to 37 hours per week.
2. The Senior Policy & Data Compliance Monitoring Officer post hours be reduced from 25 to 20.

11/19/20 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** that the public and press be re-admitted to the meeting.

12/19/20 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

13/19/20 **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

It was **RESOLVED** to note the Chairman had approved an additional 12 hours for the Finance Officer to finalise the Annual Governance and Accountability Return.

14/19/20 **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN**

15/19/20 **PRESS AND SOCIAL MEDIA RELEASES**

16/19/20 **DATE OF NEXT MEETING**

Tuesday 25th June 2019 at 6.30 p.m.

Rising at 7.23 pm

Signed _____

Dated _____

DRAFT