

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Personnel Committee held at the Guildhall on Thursday 27th June 2019 at 6.30 p.m.

**PRESENT:** Councillors: J Dent, M Fox, M Parker, B Samuels - Chairman.

**ALSO PRESENT:** R Lane - Town Clerk.

**APOLOGIES:** Councillors: G Challen, J Rance – Vice Chairman.

---

#### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

**17/19/20** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

**18/19/20** **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			

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

None

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

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

**21/19/20**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**22/19/20**      **TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

The Chairman reported that a number of members and Line Managers had attended an Acas training day on HR management for beginners.

It was **RESOLVED** to note.

It was **RESOLVED** that:

1. An employee undertaking driving lessons to achieve a driving license for work purposes be authorised to take a week's intensive course during working hours.
2. An employee undertaking the I.E.E. qualification for work purposes be authorised to attend an 8-day course during working hours.
3. Members noted an update from the Town Clerk on Safeguarding training and that Councillor Rance in liaison with the Town Clerk determine the level of Safeguarding training appropriate for staff and progress.

**23/19/20**      **POLICIES:**

- a. Time off for dependants.

It was **RESOLVED** that subject to adjustments delegated to be made by the Chairman and approved by Personnel Committee members that the policy be **RECOMMENDED** to the Policy and Finance Committee for adoption.

- b. Recruitment.

It was **RESOLVED** to defer.

**24/19/20**      **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.

**25/19/20**      **STAFFING:**

It was **RESOLVED** to note:

1. The Administration Officer had resigned.
2. The Chairman's welfare report on a member of staff.

It was **RESOLVED** that:

An Administration Officer be recruited on 25 hours per week at the earliest opportunity.

It was **RECOMMENDED** that:

A post of Committee Support Officer and Minute Taker be established on 35 hours per month within existing budgets to be recruited at the earliest opportunity.

**26/19/20**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**27/19/20**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

**28/19/20**      **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

The Chairman informed members that:

1. Authorisation had been exercised for the appointments of an agency Receptionist and Administration Officer on 20 hours each per week to cover staff shortages until posts are filled.
2. Authorisation had been exercised to approve an additional 12 hours for the Finance Officer and that the Finance Consultant assists the Finance Officer 1 day a week in the Finance Office to cover the interim staffing shortage.

**29/19/20**      **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN**

None.

**30/19/20**     **PRESS AND SOCIAL MEDIA RELEASES**

None.

**31/19/20**     **DATE OF NEXT MEETING**

Tuesday 24th September 2019 at 6.30 p.m.

Rising at 7.40 p.m.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

DRAFT