

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Personnel Committee held at the Guildhall on Tuesday 24<sup>th</sup> September 2019 at 6.30 p.m.

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

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

**APOLOGIES:** Councillors: G Challen

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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.

**32/19/20** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

**33/19/20** **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>

**34/19/20** **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.

**35/19/20**      **HEALTH AND SAFETY**

Review of workstations.

It was **RESOLVED** that for the current and ongoing health, safety, welfare and wellbeing of staff required to be sitting for prolonged periods:

1. Appropriate ergonomic chairs be provided to suit individual needs from the office and IT budget.
2. An electric standing hot desk be provided in the administration office from the office and IT budget.
3. An electric standing hot desk be provided in the library mezzanine office space on completion of proposed works from the office and IT budget.

**36/19/20**      **BUDGET STATEMENTS**

To receive the current Committee budget statement.

It was **RESOLVED** to note.

**37/19/20**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**38/19/20**      **POLICIES**

- a. Recruitment

It was **RESOLVED** to approve.

- b. Employee Handbook

1. Safeguarding.

It was **RESOLVED** to approve.

2. Social Media Use.

It was **RESOLVED** to approve.

3. General Updates.

It was **RESOLVED** to approve and include a Safer Working Practice Policy.

- c. Disability Employment.

It was **RESOLVED** to approve.

- d. Staff Members Relation.

It was **RESOLVED** to approve.

**39/19/20**      **TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

It was **RESOLVED** to:

1. Note training undertaken to date.
2. Approve all training requests within budget as reported and that the Services Superintendent attend an asbestos awareness course.

**40/19/20**      **STAFFING**

- a. Christmas operational hours.

It was **RECOMMENDED** that:

1. The Guildhall and Library be closed from the 24<sup>th</sup> December 2019 (last working day 23<sup>rd</sup> December 2019) and re-open on 2<sup>nd</sup> January 2019.
2. A Saltash Day be awarded to all staff on the 24<sup>th</sup> December 2019.
3. Service Delivery operational hours be further considered and a formal staff on call system be established.

- b. Probation review reports.

It was **RESOLVED** to:

1. Note the reports.
2. To conduct a mid-term (at 3 months) probation review for all new staff if considered necessary.

- d. Staff Welfare.

Members considered several staffing welfare reports.

It was **RESOLVED** to note.

e. Staff Reports.

Members considered a request for a job retitle.

It was **RECOMMENDED** that the Head of Administration and Library Services title be designated Assistant Town Clerk as of 1<sup>st</sup> April 2020 to reflect the increased roles and responsibility and that implementation and any change to remuneration and job description be considered at the next meeting.

**41/19/20**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**42/19/20**      **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

The Chairman reported that her delegated power had been exercised to authorise additional hours for the Finance Officer to complete work.

**43/19/20**      **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN**

Enhanced DBS Checks

It was **RESOLVED** that all Service Staff receive an enhanced DBS check to facilitate attendance for working with and at school and community events.

**44/19/20**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**45/19/20**      **PRESS AND SOCIAL MEDIA RELEASES**

None.

**46/19/20**      **DATE OF NEXT MEETING**

Budget Meeting date to be confirmed and Tuesday 26th November 2019 at 6.30 p.m.

Rising at 8.31 p.m.

Signed \_\_\_\_\_

Dated \_\_\_\_\_