

SALTASH TOWN COUNCIL

Minutes of an Extraordinary Meeting of the Personnel Committee held at the Guildhall on Wednesday 2nd October 2019 at 5.30 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: None.

HEALTH AND SAFETY ANNOUNCEMENTS

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

47/19/20 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

48/19/20 **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

49/19/20 **QUESTIONS FROM THE PUBLIC**

None

50/19/20 **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.

51/19/20 **STAFFING**

a. To consider staffing issues.

Members considered several welfare and operational staffing issues.

It was **RESOLVED** that:

1. It be noted the Services Superintendent has resigned for personal reasons as of Friday 4th October 2019.
2. The post of Services Superintendent be retitled Service Delivery Manager and recruitment commence on the existing terms and conditions for the post.
3. The Cemetery Warden be appointed Acting Service Delivery Manager with uplifted remuneration until a permanent appointment is made.
4. That the uniform code be extended to all administrative and finance staff.
5. All staff and councillors be issued with name and title badges.

52/19/20 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
It was **RESOLVED** that the public and press be re-admitted to the meeting.

Councillor Rance left the meeting.

53/19/20 **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None.

54/19/20 **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN**

None.

55/19/20 **PRESS AND SOCIAL MEDIA RELEASES**

It was **RESOLVED**

56/19/20 **DATE OF NEXT MEETING**

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

Rising at 6.40 pm

Signed _____

Dated _____

DRAFT