

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Personnel Committee held at the Guildhall on Tuesday 22<sup>nd</sup> October 2019 at 6.30 p.m.

**PRESENT:** Councillors: G Challen, J Dent, M Fox, M Parker, J Rance, B Samuels.

**ALSO PRESENT:** R Lane - Town Clerk. S Emmett – Finance Officer (Part Meeting).

**APOLOGIES:** Councillor M Parker.

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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.

**57/19/20** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

**58/19/20** **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			

**59/19/20** **QUESTIONS FROM THE PUBLIC**

None.

**60/19/20**      **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.

**61/19/20**      **STAFFING BUDGET 2020/2021**

It was **RESOLVED** to:

1. Approve and submit the Personnel Budget to Policy and Finance Committee (as attached) with delegated authority for the Finance Officer to adjust the Professional Fees figure upon the outcome of quotes for a new contract.
2. Approve and submit the EMF balance figures (as attached) to Policy and Finance Committee with delegated authority to the Finance Officer to adjust any upcoming expenditure.
3. Approve and submit the Service Delivery Staffing budget to Services Committee.
4. Approve and submit the Policy and Finance Staffing budget to Policy and Finance Committee.

It was **RECOMMENDED** that:

1. The Town Clerk scale point be uplifted from point 47 to 49 as of 1<sup>st</sup> October 2019 and the scale be uplifted to point 50 to 54 as of 1<sup>st</sup> April 2020 on point 52.
2. The Assistant Town Clerk scale point be uplifted from point 26 to 28 as of 1<sup>st</sup> October 2019 and the scale be uplifted to point 29 to 32 as of 1<sup>st</sup> April 2020 on point 32.
3. The Finance Officer scale point be uplifted from point 20 to 23 as of 1<sup>st</sup> October 2019 and the scale be uplifted to point 24 to 28 as of 1<sup>st</sup> April 2020 on point 28.
4. The Receptionist/Planning Administrator scale be uplifted to point 10 to 12 on scale point 10 as of 1<sup>st</sup> April 2020.
5. The Receptionist/Mayors Secretary scale be uplifted to point 10 to 12 on scale point 10 as of 1<sup>st</sup> April 2020.
6. The Cemetery Warden scale be uplifted to point 10 to 12 on scale point 10 as of 1<sup>st</sup> April 2020.
7. The Service Delivery General Assistant (Cemetery) scale be uplifted to 7 - 9 on scale point 7 as of 1<sup>st</sup> April 2020.

**62/19/20**      **LIBRARY SLIA POST**

It was **RESOLVED** to defer an appointment for the vacancy pending further consideration of the post.

**63/19/20**      **CHAIRMAN'S STAFF UPDATE REPORT**

The Chairman updated members on staffing matters.

It was **RESOLVED** that no appointment be made at this time for the vacant post of Service Delivery Manager and that the current arrangement of the Cemetery Warden operating as Acting Service Delivery Manager be in place up to 31<sup>st</sup> March 2020.

**64/19/20**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**65/19/20**      **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

The Chairman notified members she had exercised delegated powers under policy to approve additional hours for Library staff and the Finance Officer to cover staffing shortfalls.

It was **RESOLVED** to note.

**66/19/20**      **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN**

None.

**67/19/20**      **PRESS AND SOCIAL MEDIA RELEASES**

**68/19/20**      **DATE OF NEXT MEETING**

Tuesday 26<sup>th</sup> November 2019 at 6.30 p.m.

Rising at 8.25 p.m.

Signed \_\_\_\_\_

Dated \_\_\_\_\_