

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Personnel Committee held at the Guildhall on Tuesday 26<sup>th</sup> November 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:** None.

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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.

69/19/20 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

70/19/20 **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:  
None.

71/19/20 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

72/19/20 **BUDGET STATEMENT**

To receive the current Committee budget statement.

It was **RESOLVED** to note.

**73/19/20**      **TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

It was **RESOLVED** to note the report and approve the attendance of the Acting Service Delivery Manager at an ACAS Essential Skills for Line Managers training day.

**74/19/20**      **TO NOTE THE FOLLOWING UPDATES TO THE EMPLOYEE HANDBOOK:**

- a. Adverse Weather Working Policy.
- b. End of Employment Policy
- c. Equal Opportunities Policy
- d. Homeworking Policy
- e. Leave Policy
- f. Lone Worker Policy
- g. Training and Development Policy
- h. Grievance to comply with ACAS code
- i. Annual leave notice period
- j. Toil

It was **RESOLVED** to approve and note.

**75/19/20**      **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.

**76/19/20**      **STAFFING**

The Chairman updated members on various staffing items.

**Library**

It was **RECOMMENDED** to create and advertise for the posts of Library Casual Assistants to establish a bank of casual support staff on scale 7 - 9.

**Guildhall**

It was **RECOMMENDED** that:

1. The post of Casual Caretaker scale point 5 be uplifted to scale 5 - 6.
2. A Casual Caretaker currently on scale point 5 be uplifted to scale point 6 effective from 1<sup>st</sup> October 2019.

**77/19/20 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**78/19/20 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**79/19/20 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None.

**80/19/20 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN**

None.

**81/19/20 PRESS AND SOCIAL MEDIA RELEASES**

None.

**82/19/20 DATE OF NEXT MEETING**

Tuesday 28<sup>th</sup> January 2020 at 6.30 p.m.

Rising at 7.46 p.m.

Signed \_\_\_\_\_

Dated \_\_\_\_\_