

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Personnel Committee held at the Guildhall on Tuesday 28th January 2020 at 6.30 p.m.

PRESENT: Councillors: G. Challen, M. Fox, M. Parker, J. Rance – Vice Chairman, B. Samuels - Chairman.

ALSO PRESENT: R Lane - Town Clerk.

APOLOGIES: Councillor: J Dent

HEALTH AND SAFETY ANNOUNCEMENTS

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

83/19/20 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

84/19/20 **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.			

85/19/20 **BUDGET STATEMENT**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

86/19/20 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

87/19/20 **CORNWALL PENSION FUND – DRAFT FUNDING STRATEGY STATEMENT**

It was **RESOLVED** to note and no comments.

88/19/20 **TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

It was **RESOLVED** that:

1. Mental Health Awareness training for staff and members of the personnel committee be approved at a cost of £700 on a date to be agreed with the Chairman.
2. Safer Saltash Suicide First Aid training for staff be deferred until another course is available. It was noted two councillors will be attending the training.
3. Members noted programmed training and that undertaken to date.

89/19/20 **CHRISTMAS OPERATIONAL HOURS 2020**

It was **RECOMMENDED** that the Guildhall and Library will close at 5pm on the 23rd December 2020 and that a Saltash Day be awarded to all staff on the 24th December 2020.

The Guildhall and Library be closed during the Christmas and New Year period reopening on Monday 4th January 2020.

A Service Delivery inspection and emergency call out service will remain in place throughout the holiday and closure period.

90/19/20 **STAFFING:**

- a. To consider the vacant post of the Senior Library Information Assistant.

It was **RECOMMENDED** that the post be increased from 30 to 37 hours per week and re-titled Community Hub Team Leader.

It was **RESOLVED** that the job description be delegated to the Town Clerk and Chairman to work up with final joint approval resting with Personnel Committee members.

b. To consider the recruitment process for casual appointments.

It was **RECOMMENDED** that the Recruitment Policy be updated to delegate authority for the appointment of Casual, temporary and agency staff to Line Managers.

c. To consider other staffing business.

It was **RESOLVED** to take this item under the Public Bodies (Admission to Meetings) Act 1960.

d. Key worker travel.

It was **RESOLVED** that key members of staff will not travel in the same vehicle.

91/19/20 **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.

To consider other staffing business.

It was **RESOLVED** to refer a member of staff for an occupational health assessment.

92/19/20 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

93/19/20 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

94/19/20 **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

The Chairman reported that she had exercised her delegated powers regarding a staff welfare matter.

It was **RESOLVED** to note.

95/19/20 **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN**

None.

96/19/20 **PRESS AND SOCIAL MEDIA RELEASES**

None.

97/19/20 **DATE OF NEXT MEETING**

Tuesday 24th March 2020 at 6.30 p.m.

Rising at 8.15 p.m.

Signed _____

Dated _____

DRAFT