

## SALTASH TOWN COUNCIL

### Minutes of an Extraordinary Meeting of the Personnel Committee held at the Guildhall on Tuesday 25<sup>th</sup> February 2020 at 6.00 p.m.

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

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

**APOLOGIES:** Councillor: 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.

**98/19/20** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

**99/19/20** **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			

**100/19/20** **TO CONSIDER ADMINISTRATION & STAFFING**

It was **RESOLVED** to engage a full-time temporary agency Administration Officer until 31<sup>st</sup> March 2020.

It was **RECOMMENDED** that a full time Administration Officer post scale 10-12 be established as of 1<sup>st</sup> April 2020.

It was **RESOLVED** that the vacant post of Grounds and Premises Warden be retitled Assistant Service Delivery Manager.

It was **NOTED** that the vacant posts of Service Delivery Manager and Assistant Service Delivery Manager will be advertised for recruitment at the earliest opportunity.

**101/19/20**    **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.

**102/19/20**    **AS REQUIRED OR IF NECESSARY**

**103/19/20**    **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**  
It was **RESOLVED** that the public and press be re-admitted to the meeting.

**104/19/20**    **DATE OF NEXT MEETING**

Tuesday 24<sup>th</sup> March 2020 at 6.30 p.m.

Rising at 6.15 pm.

Signed \_\_\_\_\_

Dated \_\_\_\_\_