

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Personnel Committee held on the Virtual platform Zoom on Tuesday 28th July 2020 at 6.30 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.

ANNOUNCEMENTS

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

17/20/21 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

18/20/21 **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			

19/20/21 **BUDGET STATEMENTS**

To receive the current Committee budget statement.

It was **RESOLVED** to note.

20/20/21 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

The Chair informed members COVID 19 risk assessments for the Guildhall and Library had been updated to reflect new Government guidance.

It was **RESOLVED** to note.

21/20/21 **TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

It was **RESOLVED** that:

1. Operational related training for SDGA's continue as required and available within budget under the joint delegated authority of the Chairs of the Personnel and Services Committees.
2. The Finance Officer and Finance Assistant attend LGPS Pension training.
3. A chain saw operators course and all appropriate ongoing management development training for the Assistant Service Delivery Manager be approved under the joint delegated authority of the Chairs of the Personnel and Services Committees.
4. A request from a member of staff to undergo Working with your Council was not approved on this occasion.

22/20/21 **TO CONSIDER AN ACCURACY UPDATE TO THE COMMITTEES TERMS OF REFERENCE**

It was **RECOMMENDED** for clarity and to maintain confidentiality over all staffing matters as required under the 2018 General Data Protection Regulations and the 2018 Data Protection Act as well as the Code of Conduct. that the committee's terms of reference be amended to read "Public: Due to GDPR, Data Protection, confidentiality and potential referral to Full Council there will be no member and public attendance at the meetings of the committee".

As opposed to the current statement of "Public: There will be no public participation at the meetings of the Committee".

23/20/21 **TO CONSIDER INCREASING THE RECEPTIONIST AM/MAYOR'S SECRETARY POSITION TO A FULL TIME POST**

It was **RESOLVED** to approve.

24/20/21 **TO CONSIDER THE ADVERTISING AND RECRUITMENT AND APPOINTMENT OF A FULL TIME RECEPTIONIST/MAYOR'S SECRETARY WITHIN BUDGET**

It was **RESOLVED** to approve.

25/20/21 **TO CONSIDER RETITLING THE POST RECEPTIONIST PM/PLANNING ADMINISTRATOR TO PLANNING ADMINISTRATOR**

It was **RESOLVED** approve the retitling of the post to that of Planning and General Administrator.

26/20/21 **TO CONSIDER THE ADVERTISING AND RECRUITMENT AND APPOINTMENT OF SERVICE DELIVERY GENERAL ASSISTANTS WITHIN BUDGET**

It was **RESOLVED** to advertise and conduct recruitment for two vacant SDGA posts.

27/20/21 **TO APPROVE THE FOLLOWING JOB DESCRIPTIONS AND PERSON SPECIFICATIONS**

a. Receptionist/Mayor's Secretary.

It was **RESOLVED** approve.

b. Planning Administrator.

It was **RESOLVED** to approve.

28/20/21 **STAFFING**

a. To consider Service Delivery staff structure and posts.

It was **RESOLVED** that upon the commencement of the newly appointed Service Delivery Manager in September the Acting Service Delivery Manager be reassigned as Senior Service Delivery General Assistant on a scale and scale point to be determined under the joint delegated authority of the Personnel and Service Committee Chairs.

b. COVID 19 staffing operational status.

It was **RESOLVED** that:

1. The current operational staffing arrangements remain in place subject to ongoing reviews and appraisal by the Chair of Personnel and Town Clerk.
2. The Chair of the Property Maintenance Sub Committee be requested to call a meeting to consider the use of the Maurice Huggins room for accommodating staff as an office.

c. Chairman's report.

It was **RESOLVED** to note.

29/20/21 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

30/20/21 **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None.

31/20/21 **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN**

None.

32/20/21 **PRESS AND SOCIAL MEDIA RELEASES**

None.

33/20/21 **DATE OF NEXT MEETING**

Tuesday 29th September 2020 at 6.30 p.m.

Rising at 7.50 p.m.

Signed _____

Dated _____