

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Personnel Committee held on the Virtual Platform Zoom on Tuesday 26<sup>th</sup> May 2020 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:** Councillors: None.

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### **ANNOUNCEMENTS**

- a. The Chairman confirmed that all members present could hear the proceedings.
- b. The Chairman confirmed a roll call of all members present.
- c. The Chairman confirmed the meeting was quorate.
- d. The Chairman informed all members of the meetings procedures.

**1/20/21** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

**2/20/21** **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:

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non Pecuniary</b>	<b>Reason</b>
None.			

**3/20/21**      **BUDGET STATEMENTS**

To receive the end of year budget statement up to 31<sup>st</sup> March 2020 and current Committee budget statement.

It was **RESOLVED** to note the year end budget statement up to 31<sup>st</sup> March 2020 and the current Committee budget statement as at 19<sup>th</sup> May 2020.

**4/20/21**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

The Chairman informed members that risk assessments and management plans are currently being worked up by the Town Clerk, Assistant Town Clerk and Line Managers as part of the recovery plan for the return of staff upon the re-opening of facilities as soon as is feasible and safeguards allow.

It was **RESOLVED** to note.

**5/20/21**      **TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

Members received training requests from two members of staff.

It was **RESOLVED** to approve the following training for the Administration Officer:

1. Agenda and Minutes training by Calc.
2. Working with your Council training by Calc.
3. Introduction to Local Council Administration training by the Society of Local Council Clerks.
4. Cemetery Legal Compliance training by the Institute of Cemeteries and Crematorium Management.

It was **RESOLVED** not to approve a training request from the Senior Policy and Data Compliance Monitoring Officer to undertake training for the Practitioner Certificate in Freedom of Information as it is considered STC has a sufficient support network in place.

It was **RESOLVED** to note:

1. Previously approved training not undertaken to date due to Covid 19 restrictions.
2. Training completed to date pre Covid 19 restrictions.
3. Training budgets report as at 31<sup>st</sup> March 2020.

6/20/21

**TO APPROVE THE FOLLOWING JOB DESCRIPTIONS AND PERSON SPECIFICATIONS**

a. Assistant Town Clerk

It was **RESOLVED** to approve.

b. Community Hub Team Leader

It was **RESOLVED** to approve.

c. Library and Information Assistant

It was **RESOLVED** to approve.

d. Casual Library and Information Assistant

It was **RESOLVED** to approve.

e. Service Delivery Manager

It was **RESOLVED** to approve and that the scale be increased from 13 -17 to 18 - 23.

It was **NOTED** the scale increase is within budget.

f. Assistant Service Delivery Manager

It was **RESOLVED** to approve and that the scale be increased from 10 – 12 to 13 – 17.

It was **NOTED** the scale increase is within budget.

It was **RESOLVED** that Job Descriptions be updated and include:

1. Line Management structure titles to be updated.
2. Place of Work Your normal place of work is (insert location). However, you may be required to work at any of our other locations within Saltash, now or in the future, depending upon business needs.

7/20/21

**ADMINISTRATION OFFICER**

It was **RESOLVED** that in order to reflect the current development growth and continuing development growth of the role that the post be regraded from scale 10 - 12 to 13 – 17 at point 16 back dated to 1<sup>st</sup> April 2020 in recognition of work undertaken to date.

It was **NOTED** the scale increase is within budget.

**8/20/21**      **TO RECEIVE HUMAN RESOURCES DOCUMENTATION**

- a. Employee Handbook

It was **RESOLVED** to approve.

- b. Terms and Conditions of Employment

It was **RESOLVED** to approve.

- c. Training Fees Agreement.

It was **RESOLVED** to approve.

**9/20/21**      **POLICIES**

- a. Recruitment.

It was **RESOLVED** to approve.

- b. Local Government Pension Scheme.

It was **RESOLVED** to approve.

The Chairman reported that the pension scheme is being monitored as the council is in a pool with the majority of other town and parish councils in Cornwall and this will likely remain until the next investment review date which is in three years' time.

If Saltash Town Council continues to grow and increase its staffing level in the next few years, it may be separated out of the pool with the other town and parish councils which may result in additional costs and liabilities for this council.

It is understood from the employer liaison at Cornwall Pensions that a threshold is currently unknown because it depends on the overall valuation of the pension at the investment review stage.

It was **RESOLVED** to note.

**10/20/21**      **TO REVIEW THE COMMITTEES TERMS OF REFERENCE**  
**(Pursuant to P&F held on 25.02.20 minute no. 157/19/20)**

It was **RESOLVED** to approve.

**11/20/21**      **STAFFING**

- a. To report back on annual appraisals.

It was **RESOLVED** to note all staff appraisals had been successfully completed apart from the Town Clerk's that will be undertaken at a future date as it had been delayed due to Covid 19 restrictions.

- b. To approve incremental point progression.

It was **RESOLVED** to approve all incremental point progressions for eligible staff.

- c. To report back on end of year annual leave.

It was **RESOLVED** to note that remaining leave for a number of staff at the year-end is within the carry over policy limit of 5 days.

It was **NOTED** that due to the impact of COVID 19 restrictions on travel Line Managers will be closely monitoring and managing leave requests and approvals during the current leave year.

- d. Chairman of Personnel report.

It was **RESOLVED** to note.

**12/20/21**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**13/20/21**      **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

The Chairman reported on the following exercises of delegated powers under policy:

1. A member of staff awarded 2 days' bereavement leave.
2. Procurement of a lap top to enable a member of staff to work from home during Covid 19 restrictions.

**14/20/21**      **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN**

1. It was **RESOLVED** to advertise and recruit for the vacant SDGA posts at the earliest opportunity.
  
2. It was **RESOLVED** to extend the committees thanks to all members of staff for their hard work and dedication in ensuring the council has functioned and operated during these difficult times.

**15/20/21**      **PRESS AND SOCIAL MEDIA RELEASES**

None.

**16/20/21**      **DATE OF NEXT MEETING**

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

Rising at 7.38 pm.

Signed \_\_\_\_\_

Dated \_\_\_\_\_