

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Personnel Committee held on the Virtual platform Zoom on Tuesday 29th September 2020 at 6.30 p.m.

**PRESENT:** Councillors: J Dent, M Parker, J Peggs, J Rance, B Samuels.

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

**APOLOGIES:** Councillor: M Fox.

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#### **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.

**39/20/21** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

**40/20/21** **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			

Councillor Parker joined the meeting.

**41/20/21**      **BUDGET STATEMENTS**

To receive the current Committee budget statement.

It was **RESOLVED** to note.

**42/20/21**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

No report.

**43/20/21**      **TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER**

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
	None			

**44/20/21**      **TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

It was **RESOLVED** to approve Exclusive Right of Burial Training for the Planning and General Assistant and Administration Officer.

It was **RESOLVED** to note training undertaken to date.

**45/20/21**      **2020 ANNUAL BENEFIT STATEMENTS**

It was **RESOLVED** to note.

**46/20/21**      **TO NOTE AND RECOMMEND TO FULL COUNCIL THE 2020-21 NATIONAL SALARY AWARD AS AGREED BY THE NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES TO BE IMPLEMENTED FROM 1ST APRIL 2020**

It was **RECOMMENDED** that the 2020/21 National Salary Award as agreed by the National Joint Council for Local Government Services be implemented from 1<sup>st</sup> April 2020.

**47/20/21**      **CONSULTATION ON REFORMING LOCAL GOVERNMENT EXIT PAY**

It was **RESOLVED** to note.

**48/20/21**      **TO RECEIVE THE GOOD WORK PLAN AMENDMENTS TO STC TERMS AND CONDITIONS OF EMPLOYMENT**

It was **RESOLVED** to note.

**49/20/21**      **TO APPROVE THE JOB DESCRIPTION AND PERSON SPECIFICATION FOR THE POST OF SENIOR SERVICE DELIVERY GENERAL ASSISTANT**

It was **RESOLVED** to approve.

**50/20/21**      **TO RECEIVE AND ADOPT THE FOLLOWING EMPLOYMENT FORMS:**

a.    Health Questionnaire.

It was **RESOLVED** to defer to the next meeting to await further information.

b.    Induction Checklist.

It was **RESOLVED** to adopt.

c.    Leaver Checklist for Line Managers.

It was **RESOLVED** to adopt.

d.    Absence Form.

It was **RESOLVED** to adopt.

e.    Exit Interview Questionnaire.

It was **RESOLVED** to adopt.

f.    Personal Details Form.

It was **RESOLVED** to adopt.

g.    Probation Review Form.

It was **RESOLVED** to adopt.

h.    Covid-19 Staff Questionnaire.

It was **RESOLVED** to adopt.

**51/20/21**      **COVID-19**

- a. To consider any updated information and current operational status.

The Chairman updated members on the current staff operational status, safety and welfare.

It was **RESOLVED** that the Finance Department be relocated to the Guildhall.

It was **RECOMMENDED** that the lease for the office at Belle Vue be terminated.

- b. To receive a report from Councillor Parker.

No report.

**52/20/21**      **STAFFING**

- a. SDGA recruitment.

It was **RESOLVED** to note recruitment for 2 SDGA's is currently underway.

- b. To consider provision of flu jabs for all staff.

It was **RESOLVED** to approve the provision of flu jabs for all staff.

**53/20/21**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

It was **RECOMMENDED** that the post of a Part Time Human Resources designated member of staff be established and recruited at the earliest opportunity.

It was **RESOLVED** that the Record of Return to Work Interview employment form be adopted.

**54/20/21**      **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None.

**55/20/21**      **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN**

None.

**56/20/21**     **PRESS AND SOCIAL MEDIA RELEASES**

None.

**57/20/21**     **DATE OF NEXT MEETINGS**

Tuesday 27th October 2020 at 6.30 p.m. (**Precept meeting**) and  
Tuesday 24th November 2020 at 6.30 p.m.

Rising at 8.06 p.m.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

DRAFT