

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held on Wednesday 22nd September 2010 at 4:00pm at the Guildhall

PRESENT: Councillors: Mrs S Hooper, R Austin, M Gee.

ALSO PRESENT:

APOLOGIES: Councillors: A Killeya, M Killeya, C Oakes.

1/10/11 DECLARATIONS OF INTEREST

There were no declarations of interest.

2/10/11 ELECTION OF CHAIRMAN

It was unanimously **RESOLVED** that Councillor Mrs S Hooper take the Chair for the election of Chairman and Vice-Chairman of the Committee.

It was unanimously **RESOLVED** that Councillor A Killeya be elected Chairman of the Committee for the ensuing year.

3/10/11 ELECTION OF VICE-CHAIRMAN

It was unanimously **RESOLVED** that Councillor Mrs S Hooper be elected Vice-Chairman of the Committee for the ensuing year.

4/10/11 STAFFING POLICIES

- (a) Disciplinary and grievance policies.
- (b) Staff / Councillors protocol.
- (c) Priorities for consideration of further policies.

It was **RESOLVED** that the Clerk and Councillor A Killeya be delegated responsibility to draft the policies referred to in a, b, and c above.

5/10/11 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the press/public be excluded from the meeting for the following item of business.

6/10/11 STAFF APPRAISALS

The Clerk gave an update to members on the staff appraisals that had been conducted by the Clerk and Councillor M Gee. It was **RESOLVED** that the report be noted.

7/10/11 STAFFING REVIEW

1. Staffing Structure

Members considered and discussed in detail the current status and compliment of staff. It was **RESOLVED** that proposals for any structure change be discussed with staff concerned and any recommendations to follow be made to Council.

2. Staff Uniforms

Members considered the issue of staff uniforms. It was **RESOLVED** that staff uniforms be considered at the next staff meeting.

3. Caretakers Hours

Members considered the current issue of contracted hours and lieu time. It was **RECOMMENDED** that a report be made to Council for a structure change.

8/10/11 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was **RESOLVED** that the public and press be re-admitted to the Meeting.

9/10/11 OTHER URGENT STAFFING MATTERS

The Clerk updated members on the current status of a work back log due to recent staff changes.

It was **RESOLVED** that members note the report.

10/10/11 STAFF TRAINING

The Clerk informed members of the following training for staff:

- Fire safety 2 members of staff to attend course.
- First aid 2 members of staff to attend course.
- Burials administration 2 members of staff to attend course.

It was **RESOLVED** that members note the report.

11/10/11 PRECEPT FOR 2010/11

Members considered the precept for 2010/11.

It was **RECOMMENDED** that, for the purposes of the precept, all staff wages and salaries be the responsibility of the Staffing Committee.

12/10/11 PRESS RELEASES

No press release.

13/10/11 DATE OF NEXT MEETING

Thursday 21st October 2010 at 4:00pm.

Signed: _____
Chairman

Dated: 7th October 2010