

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held on Thursday 21st October 2010 at 4:00pm at the Guildhall

PRESENT: Councillors: A Killeya (Chairman), Mrs S Hooper MBE (Vice-Chairman), R Austin,

ALSO PRESENT: Councillor B Reid, R Lane - Town Clerk

APOLOGIES: Councillors: M Gee, M Killeya, C Oakes

14/10/11 DECLARATIONS OF INTEREST

None.

15/10/11 STAFFING POLICIES

- (a) Disciplinary and grievance policies.
Members considered the proposed grievance policy distributed at the meeting (copy on file).
It was **RESOLVED** that the proposed grievance policy be recommended to Full Council for consideration.
- (b) Staff / Councillors protocol.
Members considered the proposed updated policy (copy on file).
It was **RESOLVED** that the proposed Staff / Councillors protocol be recommended to Full Council for consideration.
- (c) Priorities for consideration of further policies.
Members considered the introduction of a disciplinary policy.
It was **RESOLVED** that a disciplinary policy be considered at the next meeting meanwhile the NALC model disciplinary procedures would be available if required for the interim period.

16/10/11 STAFF UNIFORMS

Members discussed in detail the question of issuing staff uniforms for caretaking, grounds and administration staff.

It was agreed that caretaking and grounds staff be issued with appropriately branded safety wear/uniform, in order that the Council's image will be promoted and represented in a professional manner within the community during the course of work activities.

It was agreed that the administration staff should be consulted to determine their views with regard to wearing uniforms.

It was agreed that the town seal logo should be used on any staff uniform clothing.

It was **RECOMMENDED** that:

- 1) A budget of £200 be delegated to the Clerk to provide suitable work branded clothing for the Groundsman.
- 2) The town seal logo be used on appropriate items.
- 3) The Clerk consult with the administration staff on the issue of uniform and report the consensus of opinion to the next meeting.

17/10/11 **STAFFING REVIEW**

The Clerk reported that the staffing review was ongoing.

It was **RESOLVED** that the report be noted.

18/10/11 **CARETAKERS**

(a) Update on lieu time

The Clerk reported that the caretakers had not yet submitted their claims.

It was **RESOLVED** that the report be noted.

(b) Recruitment of casual relief caretaker

The Clerk reported that an advertisement had been placed on the town notice boards with a closing date of 29th October 2010.

It was agreed that if a number of suitable candidates were available then a pool of casual relief caretakers would be appointed.

It was further agreed that the Mayor and Clerk would interview and appoint.

It was **RESOLVED** that the Mayor and Clerk interview and appoint casual relief caretakers as necessary.

19/10/11 **UPDATE ON SECRETARY POST**

No further report.

It was **RESOLVED** that the item be taken off the agenda as a regular item.

20/10/11 **UPDATE ON ADMINISTRATION OFFICER POST**

No further report.

It was **RESOLVED** that:

1. The item be taken off the agenda as a regular item.

2. A new standing agenda item of “Update on Office Staffing” be introduced.

21/10/11 RECRUITMENT OF FINANCE OFFICER

The Clerk informed members that the post had been advertised in a newspaper, Cornwall Council website and Town Council notice boards with a closing date of 22nd October 2010.

It was **RESOLVED** that:

1. Applications be considered and interview candidates be selected by Councillors R Austin, M Gee, B Reid and the Clerk.
2. Interview be held on 28th October 2010 to be conducted by the Mayor, Councillors R Austin, M Gee and the Clerk.
3. That any candidate selected be recommended to Full Council for appointment.

22/10/11 STAFF TRAINING

The Clerk reported that the training for two members of the administration staff on burials administration had been successfully completed.

And that outstanding training included:

- Fire safety - two members of staff to attend course.
- First aid - two members of staff to attend course.
- Gritting training - one Councillor and one Caretaker to attend.

It was **RESOLVED** that the report be noted.

23/10/11 PRECEPT FOR 2010/11

Members discussed and considered precept items in detail.

It was **RESOLVED** that:

1. All staffing related budget items would now become the responsibility of the Staffing Committee.
2. A “Uniforms” budget be established of £250.
3. A “Staffing Review Contingency Fund” budget be established of £30,000.
4. A “Recruitment” budget be established of £1,000.
5. A “Training” budget for members and staff be established, funding level to be determined.

These to form part of the budget to be recommended by the committee as part of the precept process.

24/10/11 OTHER URGENT STAFFING MATTERS

Recruitment Policy.

The Chairman raised the issue of introducing a recruitment policy for members’ consideration.

It was **RESOLVED** that the Mayor and Clerk produce a recruitment policy for members' consideration at the next meeting.

25/10/11 PRESS RELEASES

No press release.

26/10/11 DATE OF NEXT MEETING

Tuesday 23rd November 2010 at 4 p.m.

Rising at 5.05 p.m.

Signed: _____
Chairman

Dated: 4th November 2010