

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held on Tuesday 23rd November 2010 at 4:00pm at the Guildhall

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

ALSO PRESENT: R Lane - Town Clerk

APOLOGIES: Councillor: M Gee.

27/10/11 **DECLARATIONS OF INTEREST**

The Town Clerk declared a personal and prejudicial interest as a member of staff in advance of any appropriate items.

28/10/11 **STAFFING POLICIES**

(a) Revised Disciplinary Policy.

The Chairman introduced a draft revised disciplinary policy. Members considered the document and it was agreed that the Chairman amend and include additional items to the policy document.

It was **RESOLVED** that the document be amended by the Chairman and submitted to the next meeting for consideration.

(b) Recruitment Policy.

The Chairman introduced a recruitment policy for members' consideration.

It was **RECOMMENDED** that, subject to a number of revisions by the Clerk, the recruitment policy be adopted by Full Council.

(c) Consideration of Further Policies.

The Chairman reported that to date the following policies were in place:

1. Leave
2. Staff/Councillors protocol
3. Grievance

and that further policies would be worked up as required.

It was **AGREED** that a policy file to include a section on the Clerk's delegated responsibilities would be established for councillor/staff use, to be located in the Mayor's Parlour.

It was noted that the leave policy document did not include details of sick leave.

It was **RECOMMENDED** that Full Council amend the leave policy to include sick leave details.

It was **AGREED** that the Clerk would add these details.

29/10/11 **STAFF UNIFORMS**

Members considered the matter of providing uniforms for administration staff, following consultation responses from the administration staff.

It was **RESOLVED** that staff uniforms not be provided for administrative staff.

30/10/11 **STAFFING REVIEW**

The Clerk reported on current work patterns, staffing and potential options open to the staffing review.

Members considered these and other options in detail, however it was considered at this stage, due to a six month backlog of work, it would not be possible to clearly identify, quantify and define regular workloads and patterns in order to make a decision.

It was **RESOLVED** that a decision be deferred until the next meeting.

31/10/11 **CARETAKERS**

(a) Update on lieu time

The Clerk reported that he had now received both backdated claims for lieu time and that an audit of the claims would be conducted prior to payment.

(b) Recruitment of casual relief caretaker

The Clerk reported that three applications had been received, two of which had been withdrawn due to personal circumstances restricting the opportunity to work.

The remaining applicant had successfully completed an assessment and would be appointed, subject to an interview with the Chairman and Clerk.

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

32/10/11 **UPDATE ON SECRETARY POST**

(a) Letter from Member of Staff.

The Chairman reported that he had received a letter of resignation from the temporary Secretary, stating personal reasons, effective from 30th

November 2010. The member of staff would be continuing as receptionist, and was willing to cover an additional 1.5 hours per day as Secretary from 1st December until the post is filled.

(b) Recruitment of a Temporary Secretary

The Chairman reported that an advertisement had been placed, with a closing date of Friday 26th November 2010, to recruit a replacement Secretary on a temporary basis until 31st March 2011, during the course of the staffing review.

It was **RESOLVED** that:

1. Short listing take place on Monday 29th November.
2. Interviews take place on Tuesday 7th December (to be confirmed).

33/10/11 **UPDATE ON FINANCE OFFICER**

The Clerk reported that Trefor Rosser – Jones had been appointed on a temporary basis up to 31st March 2011 for the period of the staffing review.

It was **RECOMMENDED** that formal approval be given for the appointment by Full Council.

34/10/11 **STAFF TRAINING**

The Clerk reported that the two Caretakers had successfully completed a Fire Warden/Marshals' course.

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

Prior to the next item the Town Clerk declared a personal and prejudicial interest in all staffing items and remained only to address questions and provide information taking no part in any debate, decision making or voting.

35/10/11 **PRECEPT FOR 2010/11**

Members considered the precept and set a budget for 2011/12 (copy attached).

It was **RESOLVED** that:

1. The budget, as set, be recommended to Policy and Resources Committee to include:
 - (a) The Town Sergeant payment per event be increased from £15 to £25 and the Mace Bearer payment per event be increased from £10 to £20, effective from 23rd November 2010 to allow inclusion of the Christmas Switch On Event payment.
 - (b) The Town Council parking space be retained for use by the Town Clerk.

The Town Clerk resumed full attendance at the meeting.

36/10/11 FUTURE MEMBERSHIP OF THE STAFFING COMMITTEE

Members considered a request for representation at Staffing Committee meetings by a member of staff.

It was considered that staff representation at meetings was adequately covered through the Town Clerk and that staff members wishing to attend could do so in their capacity as a member of the public and exercise their right to speak, should they so wish.

It was also agreed that the Chairman or Vice Chairman would be available to attend staff meetings, should an invitation be extended.

It was **RESOLVED** that staff members be notified that the Town Clerk is the staff representative on the Staffing Committee and that the Chairman or Vice Chairman will be available to attend staff meetings, should an invitation be extended.

37/10/11 OTHER URGENT STAFFING MATTERS

- a) Members considered the issue of health and safety announcements at committee meetings and the introduction of a registrar for the public in the event of an evacuation.

It was **RESOLVED** that health and safety announcements at committee meetings and the introduction of a registrar for the public in the event of an evacuation be put as a recommendation to the Policy and Resources Committee.

- b) Members considered the Guildhall opening hours over the Christmas and New Year period.

It was **RECOMMENDED** that:

1. The Guildhall be closed on 24th December 2010 and that members of staff be awarded an additional day's leave to allow for the closure.
2. All staff be given the opportunity to take 29th, 30th 31st December 2010 off as leave and, if necessary, the Chairman and Town Clerk have delegated authority to close the Guildhall during this period subject to existing bookings.

38/10/11 PRESS RELEASES

No Press Releases

39/10/11 DATE OF NEXT MEETING

Monday 17th January 2011 at 4 p.m.

Meeting closed at 6.21 p.m.

Signed: _____
Chairman

Dated: _____ 2nd December 2010