

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held on Monday 17th January 2011 at 4:00pm at the Guildhall

PRESENT: Councillors: A Killeya (Chairman), R Austin, M Killeya

ALSO PRESENT: R Lane - Town Clerk

APOLOGIES: Councillors: M Gee, Mrs S Hooper MBE (Vice-Chairman), C Oakes

HEALTH AND SAFETY ANNOUNCEMENTS

The Chairman informed those present of the actions required in the event of a fire or emergency.

40/10/11 DECLARATIONS OF INTEREST

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

41/10/11 STAFFING POLICIES

(a) Revised Disciplinary Policy.

Members considered a revised Disciplinary Policy.

It was **RECOMMENDED** that the Disciplinary Policy be adopted by Full Council.

(b) Any Further Necessary Policies.

None.

It was **RESOLVED** that the item be removed from agenda until required.

42/10/11 CARETAKERS

(a) Update on lieu time

The Town Clerk reported that, due to the complexity of the timesheets and incomplete records, payment of 80% of the calculated outstanding lieu time had been made and that, subject to a final audit balance, the remaining sum would be settled.

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

43/10/11 **STAFF TRAINING**

The Clerk presented training opportunities for staff and councillors.

It was **RECOMMENDED** that the Administration Officer attend an SLCC (Society of Local Council Clerks) one day Minutes and Agendas course on 24th March 2011 in Devon at a cost of £95.00.

It was **RECOMMENDED** that the two full time Caretakers and Relief Caretaker undertake an Emergency First Aid at Work Course, on separate dates to be confirmed, in Plymouth at a total cost of up to £135.00.

It was **RECOMMENDED** that the Town Clerk attend the SLCC Regional Conference in Plymouth on 9th February 2011 at a cost of £65.00.

It was **RESOLVED**, in principle, that one member of the Staffing Committee attend the CALC 'The Council As An Employer' training day to be held on 10th February 2011 at no cost and at a venue to be advised.

It was **RESOLVED** that all members of the Council be invited to attend the CALC 'Good Councillors Skills' training day to be held on 19th March 2011 at no cost and at a venue to be advised.

44/10/11 **STAFF SUPPORT FOR WORKING GROUPS**

Members considered the issue of staff support levels for all working groups.

It was **RECOMMENDED** that staff support would extend to the provision of administrative support, but not to include minute taking or production. Officers would attend working groups only where required as part of their wider job role.

45/10/11 **PRECEPT 2010/11**

(a) **P&R Request for Reconsideration of Precept**

It was **RESOLVED** that an amended precept level be submitted to P&R (copy on file).

(b) **Revision of Staffing Contingency Fund**

It was **RESOLVED** that the fund be reduced from £30,000 to £3,000, with a further £12,000 redistributed to other items – Finance Officer and Groundsman. The Chairman explained that this £3,000 would not be for the purpose of restructuring, but rather as a contingency if emergency cover was needed, for example in the event of longer term sickness.

(c) **Request from Burial Board for Extra Hours for Groundsman**

It was **RESOLVED** that:

1. An extra five hours be approved and included in the precept.
2. The Clerk liaise with the Groundsman with regard to the allocation of the extra hours and seasonal working patterns and report back to Committee.

(d) Superannuation and National Insurance Costs

The Clerk reported that the figures had been revised within the latest precept document to be submitted to P&R.

It was **RESOLVED** to note the report.

(e) Other Precept Issues

No issues.

46/10/11 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.

47/10/11 STAFFING REVIEW

Following a review by the Clerk, which had included staff consultation and feedback, members considered various options and recommendations from the Clerk.

It was **RECOMMENDED** that the Proposed Staffing Structure (copy on file) be approved, with the changes included if agreed by members of staff with the Clerk, to include:

1. The morning Receptionist to be retitled Receptionist/Mayors Secretary.
2. The Finance Officer to be appointed on a permanent basis subject to a probationary period up to 31st March 2011.
3. The Secretary to be appointed on a permanent basis subject to a probationary period up to 31st March 2011.
4. Delegated authority for the Chairman of Staffing and the Clerk to update job descriptions and contracts accordingly to match the recommended structure.

It was **RESOLVED** that the Clerk in consultation with the Finance Officer adjust the approved post's hours as necessary to suit the requirements of the post.

It was **NOTED** that under delegated powers the Clerk, on consultation with the Mayor, has authority to make any temporary arrangements necessary for the good running of the council where they incur no expenditure, and that this could include changes of hours for any staff member where necessary. These would need to be reported back to committee and agreed or changed.

48/10/11 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

49/10/11 OTHER URGENT STAFFING MATTERS

None.

50/10/11 PRESS RELEASES

None.

51/10/11 DATE OF NEXT MEETING

Monday 21st March 2011 at a time to be confirmed.