

## SALTASH TOWN COUNCIL

### **Minutes of a Meeting of the Personnel Committee held on the Virtual platform Zoom on Tuesday 24<sup>th</sup> November 2020 at 6.30 p.m.**

**PRESENT:** Councillors: J Dent, M Fox, M Parker, J Peggs, J Rance – Vice Chairman, B Samuels - Chairman.

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

**APOLOGIES:** Councillors: None.

---

### **ANNOUNCEMENTS**

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all persons present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

### **63/20/21      RECORDING OF MEETINGS – DUE TO GDPR RECORDING OF THE MEETING IS NOT PERMITTED**

### **64/20/21      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:

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
None.			

### **65/20/21      BUDGET STATEMENTS**

To receive the current Committee budget statement.

It was proposed by Councillor B Samuels, seconded by Councillor Rance and **RESOLVED** to note.

**66/20/21      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**67/20/21      TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER**

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
	None			

**68/20/21      TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

It was proposed by Councillor B Samuels, seconded by Councillor Rance and **RESOLVED** to approve the following training.

1. Appropriate members of staff.
  - Mental Health Training.
  - Financial Internal Controls.
  - The Role of Internal Audit.
  - Year End Accounts and Audit.
  - Introduction to VAT.
  - Code of Conduct.
  - Sharps Awareness Course.
2. Cemetery Management Training for the Administration Officer, Service Delivery Manager and Assistant Service Delivery Manger.
3. CilCA Training for the Assistant Town Clerk.

It was proposed by Councillor B Samuels, seconded by Councillor Rance and resolved to **RECOMMEND** that the shortfall in the P & F training budget of £710 be vired from the underspent Service Delivery training budget.

**69/20/21      TO RECEIVE AND ADOPT THE HEALTH QUESTIONNAIRE FORM (Pursuant to Personnel Committee held on 29.09.20 minute no. 50/20/21)**

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to defer to the next meeting.

**70/20/21      EMPLOYEE SCALE POINT ADJUSTMENT**

It was proposed by Councillor B Samuels, seconded by Councillor Rance and resolved to **RECOMMEND** that scale points for two employees be rectified and implemented appropriately.

**71/20/21      SERVICE DELIVERY STAFF CHRISTMAS AND BANK HOLIDAY COVER AND EMERGENCY CALL OUT TERMS AND CONDITIONS**

It was proposed by Councillor B Samuels, seconded by Councillor Rance and **RESOLVED** to note and refer to line management to implement the necessary arrangements.

**72/20/21      TO RECEIVE THE UPDATED STC SERVICES AND OPERATIONAL RECOVERY REPORT AND RISK ASSESSMENTS**

It was proposed by Councillor B Samuels, seconded by Councillor Rance to note and **RESOLVED** that Administration Staff work on a routine of a week in the Guildhall and a week working from home on a flexible basis as agreed and scheduled with their Line Manager to be reviewed in January as per the Council's agreement of the Guildhall reopening Covid strategy which was agreed at the last Full Town Council meeting.

**73/20/21      TO CONSIDER COUNCIL PROCEDURES FOR COVID-10 TESTING AND SELF-ISOLATION**

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** that Line Managers establish with staff the circumstances and when testing will take place.

**74/20/21      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**75/20/21      REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None.

**76/20/21      ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN**

1. The Chairman updated members on the welfare of a member of staff.

It was proposed by Councillor B Samuels, seconded by Councillor Rance and **RESOLVED** to note.

2. The Chairman informed members regarding the forthcoming retirement of a member of staff on the 12<sup>th</sup> March 2021.

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and resolved to **RECOMMEND** that the employee be offered early release from 1st January 2021 on the terms and conditions agreed by the Personnel Committee.

**77/20/21      PRESS AND SOCIAL MEDIA RELEASES**

None.

**78/20/21      DATE OF NEXT MEETING:**

Tuesday 26<sup>th</sup> January 2021 at 6.30 p.m.

Rising at 8.15 pm.

Signed \_\_\_\_\_

Dated \_\_\_\_\_