

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Personnel Committee held on the Virtual platform Zoom on Tuesday 26<sup>th</sup> January 2021 at 6.30 p.m.

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

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

**APOLOGIES:** Councillor: J Rance late arrival.

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### **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.

**79/20/21** **RECORDING OF MEETINGS – DUE TO GDPR RECORDING OF THE MEETING IS NOT PERMITTED**

None.

**80/20/21** **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:

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non Pecuniary</b>	<b>Reason</b>
None.			

**81/20/21**      **TO NOTE AND RECEIVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 24<sup>TH</sup> NOVEMBER 2020 AS A TRUE AND CORRECT RECORD**

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Meeting held on Tuesday 24<sup>th</sup> November 2020 were confirmed as a true and correct record.

**82/20/21**      **BUDGET STATEMENTS**

To receive the current Committee budget statement.

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

**83/20/21**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**84/20/21**      **TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER**

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
	None			

**85/20/21**      **TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED:**

1. To note training attended to date.
2. To note the Chairman had under delegated authority approved training requests for members of staff to attend Social Media and Election Process training.
3. To approve:
  - a. IOSH Managing Safety Course for the Service Delivery Manager and Assistant Manager.
  - b. ICCM training for two SDGA's.
  - c. Electrical Installers course for the Assistant Service Delivery Manager.
  - d. Councillor Peggs to investigate the Investors in People Award eligibility for STC.

**86/20/21**      **TO RECEIVE THE UPDATED STC SERVICES AND OPERATIONAL RECOVERY REPORT TOGETHER WITH THE RISK ASSESSMENTS**

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** to receive.

**87/20/21**      **TO APPROVE THE JOB DESCRIPTION AND PERSON SPECIFICATION FOR THE FULL TIME POST OF SERVICE DELIVERY GENERAL ASSISTANT (GROUNDS MAINTENANCE)**

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** to approve.

**88/20/21**      **TO APPROVE AMENDMENTS TO THE VACANT SERVICE DELIVERY GENERAL ASSISTANT'S POSTS TO BE RECRUITED**

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** to match the operational requirements of Service Delivery the vacant SDGA posts of 4 x 30 hours plus the vacant Cemetery Warden post of 37 hours a total of 157 hours be reallocated to recruit 2 x 37 and 2 x 30 hour SDGA's at a total of 134 hours retaining 23 hours in reserve.

**89/20/21**      **TO CONSIDER UPDATES TO THE EMPLOYEE HANDBOOK**

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** to adopt the updates.

**90/20/21**      **TO RECEIVE AND ADOPT THE HEALTH QUESTIONNAIRE FORM (Pursuant to Personnel Committee held on 29.09.20 minute no. 50/20/21 and Personnel Committee held on 24.11.20 minute no. 69/20/21)**

It was proposed by Councillor Fox, seconded by Councillor B Samuels and **RESOLVED** to adopt the Health Questionnaire Form.

**STAFFING**

- a. To consider the Christmas shutdown period for the year 2021.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RECOMMENDED** that the Saltash Day be awarded to all staff on the 24<sup>th</sup> December 2021 and that the Christmas shutdown period commence on 24<sup>th</sup> December 2021 reopening on the 4<sup>th</sup> January 2022 subject to operational cover requirements to be determined by Line Managers.

- b. To report back on end of year annual leave for the year 2020-2021.

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

- c. To note annual appraisals are to take place.

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

- d. To note homeworking questionnaires are up to date.

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

- e. To consider the Covid-19 testing, self-isolation and payment procedures.

It was proposed by Councillor B Samuels seconded by Councillor Fox and **RESOLVED** to acknowledge that:

1. All staff Covid-19 testing takes place at recognised testing centres.
2. Self-isolation is as per law and that if an employee is to self-isolate due to a member of their household testing positive but the employee is fit and well but unable to work from home they are entitled to SSP as long as they qualify and are off for 4 days or more and will receive sick pay.

- f. Chairman of Personnel report to Members.

Councillor Rance joined the meeting.

The Chairman updated members on staffing welfare matters.

It was proposed by Councillor B Samuels seconded by Councillor Fox and **RESOLVED** to conduct work related welfare reviews for all staff.

**92/20/21**     **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**93/20/21**     **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

As referred to under minute 85/20/21 section 2.

**94/20/21**     **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN**

None.

**95/20/21**     **PRESS AND SOCIAL MEDIA RELEASES**

None.

**96/20/21**     **DATE OF NEXT MEETING:**

Tuesday 30<sup>th</sup> March 2021 at 6.30 p.m.

Rising at 20.30

Signed \_\_\_\_\_

Dated \_\_\_\_\_