

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Staffing Committee held on Monday 14<sup>th</sup> March 2011 at 4:00pm at the Guildhall

**PRESENT:** Councillors: A Killeya (Chairman), M Gee, Mrs S Hooper MBE (Vice-Chairman), M Killeya, C Oakes

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

**APOLOGIES:** Councillor: R Austin.

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### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **52/10/11      DECLARATIONS OF INTEREST**

None.

#### **53/10/11      QUESTIONS FROM THE PUBLIC**

None.

#### **54/10/11      STAFF TRAINING**

The Clerk reported that the following training had taken place:

Finance Officer: Audit and Accounts.

Town Clerk: SLCC Regional Conference.

Also that the Administration Officer was registered to attend an 'Agenda and Minutes' training course and that the Caretakers were registered to attend a First Aid course.

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

#### **55/10/11      REPORT ON 'BEING A GOOD EMPLOYER' BOOKLET**

The Chairman informed members of the 'Being a Good Employer' booklet available from CALC.

It was **RESOLVED** that:

1. A copy of the booklet is distributed to each member of the Staffing Committee and a copy be made available in the Mayor's Parlour.
2. A draft exit interview Policy be brought to committee by the Chairman and Clerk.

It was **RECOMMENDED** that:

1. The Staffing Committee be responsible for the Line Management of the Town Clerk, with the Chairman of Staffing responsible for day to day issues in the first instance.

**56/10/11      REPORT ON 'CHANGES TO EMPLOYMENT LAW' BOOKLET**

The Chairman reported and presented a paper with recommendations on proposed changes and amendments to employment law (copy on file).

It was noted that the Equality Act (as of April 2011) allows for positive discrimination in favour of disadvantaged groups where there are candidates of equal merit.

It was considered it was not necessary to amend the recruitment policy at this stage.

It was **RESOLVED** that:

1. The Bribery Offence is incorporated into the Anti Corruption Policy.
2. The Clerk investigate the current 'opt out of pensions' situation with CALC.
3. The Clerk distribute a copy of the paper to staff with accompanying explanation.
4. The Clerk and Chairman bring a draft updated training and development policy for consideration.

**57/10/11      REQUEST FOR ST PIRAN'S DAY TO BE AN ANNUAL STAFF HOLIDAY**

Members considered a request for St Piran's day to be an annual staff holiday and the implication of introducing enforced holidays on staff.

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

**58/10/11      CEMETERY STAFFING**

Members considered the staffing requirements for the new cemetery extension and the increase of regular paid hours from 37 to 42 required for its upkeep to be undertaken by the Groundsman.

It was **RESOLVED** that:

1. The Employment law status is checked for the proposed increase in hours with South West Provisional Employers.
2. If legal the increase in hours be introduced as temporary hours for twelve months from the 1<sup>st</sup> April 2011.

**59/10/11      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.

#### **60/10/11      STAFFING REVIEW**

The Chairman and Clerk gave an update report on the staffing structure review including revised job descriptions and job evaluations.

It was noted that South West Provisional Employers had advised that an organisation can make reasonable amendments to individual job descriptions and it is normal practice that as organisations evolve individual roles need to evolve with them; and that as long as the changes are within the scope of the role and grade and don't change the nature of the job radically they may be made.

It was considered by the committee that work volume was a separate issue to duties and required separate future consideration.

It was **UNANIMOUSLY RESOLVED** that:

1. The title of Casual Caretaking Assistant is changed to Casual Caretaker.
2. Reasonable changes to job descriptions be implemented as per SWPE advise, under the authority delegated to the Clerk in consultation with the Chairman.
3. The title of Secretary is changed to Administration Officer, subject to consultation and agreement with the postholder.

#### **61/10/11      STAFF PAY GRADES**

Members considered a report and paper presented by the Chairman (copy on file) following the staffing review and job evaluations to ensure equal treatment in the terms and conditions of all staff.

It was **RECOMMENDED** that:

1. Progression through the scale should take place on 1<sup>st</sup> April each year, subject to satisfactory job performance to be measured at appraisal. With the initial adoption of the scheme, new pay grades will be backdated to 1<sup>st</sup> April, similarly if in future years appraisal is delayed.
2. In an employee's first year, if they were employed beginning 1<sup>st</sup> October – 31<sup>st</sup> March, they will not progress on 1<sup>st</sup> April. If they were employed beginning 1<sup>st</sup> April - 30<sup>th</sup> September they will progress, subject to satisfactory job performance to be measured at appraisal.
3. Proposals 1 – 2 should also apply the Clerk, whose salary scale should be reviewed from 2012 – 2013 onwards.
4. All staff pay scales should be amended from 1<sup>st</sup> April 2011 to fit the scheme proposed, with the precise point subject to experience and satisfactory job performance reviewed at appraisal. N.B. Most staff have been with us for sufficient years to be at the top of their new scales.

5. For budgeting purposes the necessary amount (£3920) from 'staffing contingency' should be via'd to the appropriate staffing budgets.

**62/10/11      STAFF PROBATION**

Members considered the posts of the Finance Officer and Secretary.

It was **RECOMMENDED** to Full Council that the Finance Officer and Secretary had successfully completed their probation periods.

It was **RECOMMENDED** to Full Council that authority be given to the Staffing Committee through the revised proposed Scheme of Delegation to authorise progress through pay scales and approve probation periods.

**63/10/11      STAFF GRIEVANCE PROCEDURE**

Members considered the staff grievance policy procedure and line management process.

It was **RESOLVED** that:

1. The Chairman would distribute a process letter to all Councillors.
2. The Town Clerk would distribute a process letter to all staff.
3. A staff meeting would be held to explain the process.

**64/10/11      TOWN CLERK**

Members considered the Clerk's work and process that had taken place to date with the staff reviews and associated issues.

It was **UNANIMOUSLY RESOLVED** that the Clerk had the support and thanks of the committee for his hard work and professional approach.

**65/10/11      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**66/10/11      OTHER URGENT STAFFING MATTERS**

**Health and Safety.**

The Vice Chairman raised the issue of the equipment being used to conduct stair cleaning with regard to manual handling and trailing cables.

It was **RESOLVED** that:

1. A more suitable piece of equipment be sourced and costed for consideration by Policy and Resources Committee in April.
2. Cleaning with equipment having trailing leads be conducted during closed hours.

Cllr Oakes raised the possibly of a return to work policy. The Clerk and Chairman noted this suggestion with a view to bring such a policy at some point in the future.

**67/10/11      PRESS RELEASES**

None.

**68/10/11      DATE OF NEXT MEETING**

To be confirmed.

Rising at 5.50pm

DRAFT