

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held on Monday 16th May 2011 at 4:30pm at the Guildhall

PRESENT: Councillors: A Killeya (Chair), R Austin, Mrs S Hooper MBE, M Killeya,

ALSO PRESENT: R Lane - Town Clerk

APOLOGIES: Councillors: M Gee, C Oakes

In the absence of the Mayor and Deputy Mayor, the immediate past Mayor Councillor A Killeya took the Chair.

HEALTH AND SAFETY ANNOUNCEMENTS

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

1/11/12 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

The immediate past Mayor in the Chair, to receive nominations for a Chairman and Vice-chairman.

Councillor S Hooper MBE nominated Councillor A Killeya as Chairman.
Councillor M Killeya seconded the nomination.
Councillor A Killeya was unanimously elected Chairman.

Councillor A Killeya nominated Councillor Mrs Hooper as Vice-chairman.
Councillor M Killeya seconded the nomination.
Councillor Mrs Hooper was unanimously elected Vice-chairman.

It was **RESOLVED** that Councillor A Killeya be Chairman and Councillor Mrs Hooper, Vice-chairman.

Councillor A Killeya in the Chair.

2/11/12 DECLARATIONS OF INTEREST

None.

3/11/12 HEALTH AND SAFETY

ALLOTMENTS

The Clerk reported that a health and safety issue had arisen with the cutting of grass around the allotment bund at Churchtown allotments for the Groundsman, in relation to access and equipment, and that the Civic Amenities Committee had resolved that Councillor Austin will liaise with the

Allotment Society to determine if they will take on the cutting of the grass and apply to the Community Chest for funding of the necessary equipment.

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

CARETAKERS

Councillor Mrs Hooper enquired regarding progress of alternative cleaning methods to reduce the use of the vacuum with cables and to improve manual handling on the stairs.

The Clerk informed Members that the use of the vacuum with a cable had been reduced to non-public times and the purchase of a vacuum without a cable was being progressed.

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

LIGHTING

Members noted the request for a desk lamp from a member of staff, to improve lighting for computer use.

It was **RESOLVED** that a desk lamp be procured from the office equipment budget.

EYE TESTS

The Chairman informed members that it had been suggested at a CALC staffing training course that local councils should pay for eye tests for staff using computers.

It was **RESOLVED** that the item be considered at the next meeting, when further details and costs were known.

ANNUAL HEALTH AND SAFETY REPORT

Members considered conducting a follow up annual health and safety audit to the one conducted in 2010.

It was **RESOLVED** that the item be referred to the Policy and Resources Committee.

4/11/12

STAFF TRAINING

The Clerk provided a report on staff training undertaken to date and opportunities for further staff training.

It was **RESOLVED** under delegated powers that:

1. The Clerk and a Councillor attend the SLCC Branch Conference on Wednesday 29th June 2011 at Falmouth, at a cost of £80 from the training budget plus travel costs.

2. The Clerk attend a South West Councils course on Conducting Disciplinary Investigations at Taunton on 1st December 2011, at a cost of £150 from the training budget plus travel costs.

5/11/12 UPDATE ON JOB EVALUATIONS

The Clerk reported that the salary review was ongoing having been delayed due to staff sickness, annual holidays and bank holidays, but would commence shortly.

The Chairman notified members that the salary review should not be confused with a detailed job evaluation scheme and will be henceforward be referred to as a salary review.

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

6/11/12 DRAFT BUDGET OUTTURN FIGURES 2010/11

The Clerk provided the draft budget outturn figures for 2011/12.

It was **RESOLVED** to note the report and that the Clerk would email responses to Members' queries.

7/11/12 PROPOSED PROGRAMME OF WORK

Members considered a proposed programme of work put forward by the Chairman.

It was **RECOMMENDED** that the proposed programme of work be put to Full Council, with the addition of 'Health and Safety Issues' as an item on the standing agenda.

8/11/12 POLICIES

Members considered the following policies;

(a) Recruitment Policy

It was **RECOMMENDED** that the policy be amended as proposed, subject to an inclusion of an appendix with regard to the recent procedure for recruiting the Town Clerk.

(b) Training Policy

It was **RECOMMENDED** that the policy be adopted, subject to minor amendments to be incorporated by the Chairman.

(c) Grievance Policy

It was **RECOMMENDED** that the policy be amended as proposed.

(d) End of Employment Policy

It was **RECOMMENDED** that the policy be adopted, subject to minor amendments to be incorporated by the Chairman, and a standard form as an Appendix, to be drafted by the Chairman.

(e) Staff Data Policy

It was **RECOMMENDED** that the policy be adopted.

It was **RECOMMENDED** that:

1. The scheme of delegation be amended to give the Town Clerk, on consultation with the relevant Chairman, authority to make non-substantive amendments to policies.

It was **RESOLVED** that:

1. That all staff be consulted on the recommended policies.

9/11/12

UPDATE ON MEETING WITH STAFF, INCLUDING WORKLOAD PROPOSALS

The Chairman reported that he and the Vice-chairman had attended a staff meeting, at which workload proposals had been discussed, and that further ideas for consideration had been invited from staff.

It was noted that the Chairman and Clerk would be meeting two members of staff, who were absent from the meeting, to debrief them fully on the meeting.

Members considered proposals received from Receptionists, as invited, to address the workload.

It was **RESOLVED** that options with regard to the use of the caretakers to relieve the reception staff workload be investigated. Should this option prove to not be feasible, it was agreed that a re-balance of hours between caretakers and reception staff would be considered.

It was **RECOMMENDED** that a paper on options to reduce committee meetings be put to the Policy and Resources committee.

It was **NOTED** that, under delegated powers, the Clerk and Chairman had approved the temporary increase in the Finance Officer's hours from 20 to 25, in order to address the backlog of work combined with the end of year accounting returns. This increase in hours would be recovered through TOIL. It was **RESOLVED** that the temporary increase in hours would be reviewed by the Chairman and Clerk at the end of May.

10/11/12

CEMETERY STAFFING

The Chairman read out a written report received from the Groundsman, which stated that the additional 5 hours per week were allowing him to cope with the

new cemetery grounds work and he did not anticipate the cemetery would be required for burials for the next 18 months to 2 years.

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

11/11/12 LOCAL COUNCIL SEMINAR AND WORKSHOP PROGRAMME 2011/12

Members considered a Local Council Seminar and Workshop Programme for 2011/12 provided by Cornwall Council.

It was **RESOLVED** that the item be referred to Full Council.

12/11/12 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.

13/11/12 STAFF ISSUE

It was reported that a staff member had informed the Clerk of their involvement in a legal issue.

It was **RESOLVED** that, upon the outcome of the legal issue, the Council would pursue the matter through its policies if necessary.

It was noted that the discussion had been held without prejudice.

14/11/12 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

15/11/12 OTHER URGENT STAFFING MATTERS

None.

16/11/12 PRESS RELEASES

None.

17/11/12 DATE OF NEXT MEETING

Monday 4th July 2011.

Rising at 6.35 pm

Signed: _____

Chairman

Dated: _____ 2nd June 2011