

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held on Tuesday 5th July 2011 at 4:00pm at the Guildhall

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

ALSO PRESENT: 1 Member of the public, R Lane - Town Clerk

APOLOGIES: Councillor M Gee.

HEALTH AND SAFETY ANNOUNCEMENTS

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

18/11/12 DECLARATIONS OF INTEREST

None.

19/11/12 STAFF TRAINING

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

Members noted that since the last meeting Councillor Mrs Hooper and the Clerk had attended an SLCC branch conference and the Clerk, a course on VAT.

Members considered the opportunity for all staff members to attend a CIEH Level 2 Award in Health and Safety in the Workplace – duration 7 hours at Plymouth City College at a cost of £50 per person.

It was **RESOLVED** that:

1. Subject to budget availability, all staff be authorised to attend the training under the delegated powers of the Chairman.
2. Staff members be selected to attend on a phased priority basis related to job task requirements.
3. That the Grounds person and Caretakers be selected to attend in the first phase.

20/11/12 POLICIES

Members considered the following policies:

(a) Leave Policy

The Chairman presented the leave policy for review by Members. Members considered no changes were necessary.

It was **RESOLVED** that the leave policy remain unchanged.

(b) Sickness and Return to Work Policy

The Chairman presented Members with a draft sickness and return to work policy for consideration.

It was **RECOMMENDED** that Full Council adopt the policy subject to staff consultation.

(c) Lone Working Policy

The Chairman presented Members with a lone working policy for consideration.

It was **RECOMMENDED** that Full Council adopt the policy subject to staff consultation.

(d) Health and Safety (including Well-being) Policy

The Chairman presented Members with a draft health and safety (including well-being) policy for consideration.

It was **RECOMMENDED** that Full Council adopt the policy subject to staff consultation.

21/11/12 HEALTH AND SAFETY

(a) Clerks' Review of Health and Safety

Members considered the review report of the Clerk in relation to the draft health and safety (including well-being) policy.

It was **RESOLVED** that:

1. The Clerk consult the Fire Safety Officer in relation to evacuation safety for the top floor office, in the event of an emergency.
2. Procedures for the stacking and safe storage of chairs be checked.
3. The Clerk email Members a copy of the proposed risk assessment document recommended in the report.

(b) Lone-working Review of Ground Person Role

Members considered the current working environment and situational risks and hazards the Grounds Person is exposed to as a lone worker.

It was **RESOLVED** in principle to carry out an enhanced CRB check on the Grounds Person and any subsequent appointments of a similar nature; with the Clerk to:

- i) Check the position regarding Cornwall Council carrying out the check.

- ii) Check enforceability of a CRB check as a condition of employment.
- iii) Discuss the matter with the groundsman to explain the reasons for it.

It was **RESOLVED** that the question of an age restriction, for children unaccompanied by an adult when accessing the cemetery grounds, be referred to the Burial Board Committee for consideration.

(c) Eye Tests

The Chairman informed Members it was recommended best practice by CALC that employers provide employees using computers with eye tests.

Members considered various options for providing and financing eye tests.

It was **RESOLVED** to refer the matter to the Chairman of the Policy and Resources Committee, with the recommendation that he consider approving eye tests up to the value of £150 from the health and safety budget and, if approved, the Clerk set up a contract, representing best value, with an optician.

(d) Air-conditioning

Members considered the environmental working conditions of the top office in relation to the provision of air conditioning.

It was **RESOLVED** that the Clerk would progress the issue in consultation with the Chairman.

(e) Any other Health and Safety issues

Cleaning Equipment

Members considered the issue of trailing cables and the manual handling of the current vacuum used for cleaning the stairs.

Two machines were considered in relation to providing a suitable piece of equipment to address the problems.

It was **RESOLVED** to refer to this matter to the Chairman of the Policy and Resources Committee, with the recommendation that he procure a hand-held, cordless, battery operated vacuum, up to the cost of £200 from the replacement equipment budget.

22/11/12

UPDATE ON SALARY REVIEW

The Chairman reported that the salary review had now been completed.

It was **RECOMMENDED** to propose the review outcome to Full Council for approval.

23/11/12 APPRAISAL SCHEDULE

The Chairman reported that appraisals would be scheduled for the first week of August, should Full Council approve the outcome of the salary review.

It was **RESOLVED** that:

- i) Staff appraisals be conducted over the summer by the Chairman and Clerk, subject to Full Council approval of the salary review.
- ii) In light of the resignation of the Receptionist PM, an appraisal would not be necessary, but the post-holder would automatically receive advancement from point 11 to point 12 (if full Council adopts the recommendations on salary review) backdated to 1st April 2011.

24/11/12 WORKLOAD UPDATE

The Chairman reported that a proposal to reduce committee meetings, to alleviate staff and councillors workload, had been approved by the Policy and Resources Committee and was to be considered for adoption at the next Full Council meeting.

The Clerk reported that the use of Caretakers to relieve the reception staff workload was ongoing and that the identification and cessation of unnecessary work practices was being implemented.

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

25/11/12 RECRUITMENT PROCESS

Caretaking

The Chairman informed Members that a member of the caretaking staff was on long-term sick leave.

It was **RESOLVED** that recruitment take place to cover the sickness as per the recruitment policy.

Reception

The Chairman informed members that the Receptionist PM had resigned, effective from the 12th August 2011, to take up another post.

It was **RESOLVED** that the recruitment process take place to appoint a replacement on the new job description and salary scale as per the recruitment policy.

26/11/12 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.

27/11/12 **STAFF ISSUE**

1. Members considered an email from a member of staff regarding issues previously considered.

It was **RESOLVED** that the email be noted and the Clerk would take forward any necessary points under Town Council policy procedures.

2. Members considered a pay issue.

It was **RESOLVED** the Clerk be authorised to change the date of payment for the July salary up to a period of 7 days for a staff member.

28/11/12 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

29/11/12 **OTHER URGENT STAFFING MATTERS**

Staff Clothing

Members considered a request by the Caretakers for long sleeved shirts for evening functions and fleeces for outdoor work.

It was **RESOLVED** that the Clerk determine further detail and costs and report back to the committee.

30/11/12 **PRESS RELEASES**

None.

31/11/12 **DATE OF NEXT MEETING**

4 pm on 20th September 2011 to be confirmed.

Rising at 6 pm.

Signed: _____
Chairman

Dated: 4th August 2011