

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held on Tuesday 20th September 2011 upon the rising of the planning committee at the Guildhall

PRESENT: Councillors: A Killeya (Chair), R Austin, M Gee, C Oakes.

ALSO PRESENT: R Lane - Town Clerk

APOLOGIES: Councillors: Mrs S Hooper, MBE M Killeya.

HEALTH AND SAFETY ANNOUNCEMENTS

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

32/11/12 DECLARATIONS OF INTEREST

Name	Agenda Item	Personal/Prejudicial	Reason
Lane	12 b & 13	Personal & Prejudicial	Clerks Employment matters.

33/11/12 QUESTIONS FROM THE PUBLIC

None.

34/11/12 HEALTH AND SAFETY

(a) Report Back on Proposed CRB Check

The Chairman reported that following consultation with South West Councils it was considered a check would not be needed.

It was **RESOLVED** that no further action be taken.

(b) Update on Eye Tests for Staff Using Computers

The Clerk reported that a contract had been established for VDU users to receive eye tests, and new glasses for work if necessary, and to provide protective glasses for the Groundsman.

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

(c) Update on Air-Conditioning

The Clerk reported an office cooler had been procured and was in the process of being used subject to delivery of a missing part.

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

(d) Any Other Health and Safety Issues

None.

35/11/12 TRAINING REQUESTS AND REPORT BACK ON TRAINING ATTENDED

Members received a report on training undertaken to date by staff.

Members also considered a finance and VAT training opportunity for the Finance Officer and Administration Officer pm.

It was **RESOLVED** that the training be approved for the Finance Officer, Administration Officer pm and Clerk.

It was **NOTED** that Delegated authority was approved by the Chairman of Policy and Resources to engage the training company as VAT consultants to advise in the council's consideration as to its VAT registration status at the same time.

36/11/12 1ST QUARTER BUDGET MONITORING REPORT

Members considered the budget statement. The Chairman reported information concerning a likely overspend on caretaking.

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

37/11/12 PRELIMINARY WORK TO PRECEPT

(a) Staffing Structure

Members considered the current staffing structure in relation to current working practices and workload.

It was **RESOLVED** that the Clerk seeks further information from South West Councils and report to the next meeting.

(b) Staffing Salaries and Job Descriptions

It was **AGREED** the committee was minded to establish a staffing contingency fund of £5,000 to cover additional hours and other staffing emergencies as required.

38/11/12 REPORT BACK FROM APPRAISALS

(a) Appointment of a new Receptionist (pm)

The Chairman informed members of the appointment of Judith Gray as receptionist (pm).

It was **RECOMMENDED** to full council that she be appointed to Point 11, backdate to commencement of employment, due to substantial and relevant past experience.

(b) Appointment of a Temporary Casual Caretaker to 31st October 2011 and Further Developments.

The Chairman informed members that due to the long-term sickness of the Part Time Caretaker the position had been covered by the appointment of a Temporary Casual Caretaker up to the 31st October 2011 under delegated powers.

It was **NOTED** that the Temporary Casual Caretaker's employment would be extended under delegated powers until the outcome of the Part Time Caretaker's absence.

(c) Disciplinary Hearing

The Chairman informed members of a disciplinary hearing that had taken place, which had resulted in a verbal warning being issued to an employee.

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

(d) Exit Interview

The Chairman reported on an exit interview that had taken place and certain issues had been raised which were being progressed.

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

39/11/12

POLICY REVIEWS:

(a) Disciplinary Policy

- i) Main Policy
- ii) Appendix procedure for Disciplinary Hearings
- iii) Appendix Procedure for Appeals Panel

(b) Recruitment Policy: Appendix on Town Clerk Recruitment 2010

The Chairman reported to members on revisions made to the disciplinary policy and related procedural appendixes including the recruitment process for the Town Clerk.

It was **RECOMMENDED** that the revisions and appendixes be referred to Full Council for adoption subject to staff consultation with regard to (a) i), ii) and iii).

40/11/12 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.

The Clerk declared a personal and prejudicial interest in the next item and left the meeting.

41/11/12 RECOMMENDATIONS FROM APPRAISALS

(a) Progression Through Pay scales

Members considered recommendations for progression through the pay scales.

It was **RESOLVED** that progressions be approved.

(b) Confirmation of Completion of Probationary Period

Members considered the probationary period of the Clerk.

It was **RESOLVED** that the Clerk had successfully completed the probationary period.

42/11/12 ANNUAL REVIEW OF CLERK'S REMUNERATION

Members considered the annual review of the Clerk's remuneration.

It was **RECOMMENDED** that the Clerk's salary band be extended from points 38 - 42 to 38 – 44 subject to consultation with the Clerk.

It was **NOTED** that the point for being Responsible Financial Officer (RFO) was added after benchmarking, making the effective range 39-42, proposed 39-44 for Clerk/RFO. Further points are also added for relevant qualifications such as CiLCA.

43/11/12 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

The Clerk was invited to rejoin the meeting and took his seat.

44/11/12 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY

No Report.

45/11/12 DELEGATED POWERS IN THE ABSENCE OF THE CLERK

Members considered options for delegated powers to ensure the continuation

of business in the absence of the Clerk.

It was **RECOMMENDED** that in the absence of the Clerk delegated powers be given to the Administration Officers and Finance Officer in conjunction with the Mayor and any other Councillors who would normally be consulted Under delegated powers

46/11/12 WORKLOAD UPDATE

The Clerk reported that the revised committee cycle of meetings had achieved excellent progressive and productive results with workload issues throughout the staffing structure although the full benefits had yet to impact.

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

47/11/12 UPDATE ON RISK ASSESSMENTS – GROUNDS MAN

The Clerk reported that a full risk assessment had been completed and documented for the Groundman and further assessments would be conducted for staff as soon as practicable.

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

48/11/12 STAFF CLOTHING – REPORT FROM CLERK

Members considered clothing issue for the Caretakers and the Groundsman.

It was **RESOLVED** that:

1. Delegated approval be given for the Groundsman's safety boots.
2. On a priority basis shirts and then jackets with logos be procured as the budget allows for the Caretakers.

49/11/12 OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR

Insurance.

Members considered an insurance liability notification.

It was **RESOLVED** to note.

50/11/12 PRESS RELEASES

None.

51/11/12 DATE OF NEXT MEETING

15TH November 2011

Rising at 10.05 pm.

Signed: _____
Chairman

Dated: _____ 6th October 2011