

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held on Tuesday 15th November 2011 upon the rising of the planning committee at the Guildhall

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

ALSO PRESENT: R Lane - Town Clerk

APOLOGIES: Councillor: M Killeya.

HEALTH AND SAFETY ANNOUNCEMENTS

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

52/11/12 DECLARATIONS OF INTEREST

Name	Agenda Item	Personal/Prejudicial	Reason
None			

53/11/12 QUESTIONS FROM THE PUBLIC

None

54/11/12 HEALTH AND SAFETY

(a) Update on Eye Tests for Staff Using Computers

The Clerk reported that arrangements were being progressed.

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

(b) Update on Air-Conditioning

The Clerk reported that following initial problems with the office cooler unit it was now being tested.

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

(c) Request for flu vaccinations

Members considered a staff request to provide flu vaccinations.

It was considered that the provision of flu vaccinations for staff was not appropriate.

It was **RESOLVED** that flu vaccinations would not be provided.

(d) Any other Health and Safety Issues

None.

55/11/12 TRAINING REQUESTS AND REPORT BACK ON TRAINING ATTENDED

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

The Clerk informed members of the Policy and Resources decision for the Clerk and two Caretakers to attend a one day fixed penalty training course.

Members considered the opportunity of cemetery training proposed by Cornwall Council.

It was **RESOLVED** that the reports be noted and approval be given in principle for the Groundsman to attend the cemetery training course subject to further detail being received with the final decision for attendance delegated to the Chairman and Clerk.

56/11/12 CURRENT COMMITTEE BUDGET STATEMENT

Members received and considered in detail the current committee budget statement.

It was NOTED that the provision of Caretakers is over budget. The Clerk explained that this was partly due to their undertaking extra tasks on projects approved by other committee, representing a 'hidden saving'

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

57/11/12 BUDGET FOR 2012/2013

(a) Staffing Structure: Report back from Clerk

Members considered in detail the creation of a Senior Administration Officer post from within the existing administration establishment at an approximate cost of £3000 p.a. based on an additional 5 hours per week a total of 260 hours p.a. (minus holiday entitlement) to be worked flexibly as required throughout the year.

It was **RECOMMENDED** that:

1. The post of Senior Administration Officer be created and an appointment made, ring fenced to the Administration Officers.
2. The post be remunerated at points 17-19 at an approximate increased cost to budget of £3000.

3. The working hours be increased from 20 to 25 with the additional 260 hours p.a. to be worked flexibly as required throughout the year.

It was **RESOLVED** that

1. The clerk would consult with affected staff and taken informal soundings of interest

(b) Predicted Expenditure 2011/2012

As (c)

(c) Proposed Budget 2012/2013

Members considered the outturn forecast for 2011/12 and determined predicted outturn figures upon which the budget for 2012/13 was set for recommendation to Full Council (copy on file).

It was **RESOLVED** that budget as set be put to Policy and Resources for recommendation to full council as part of the budget process.

58/11/12 POLICY REVIEWS

The Chairman informed members that as a result of training he had recently undergone he had learnt that it was preferable to have separate policies for disciplinary and capability procedures and that currently the council had one single policy document.

It was **RESOLVED** that the Chairman and Clerk review the policy and the item be referred to the next meeting.

59/11/12 CHRISTMAS OPENING HOURS

Members considered Christmas opening hours of the Guildhall in relation to the administration and operational running of the Guildhall for the period 28th – 30th December inclusive.

It was **RESOLVED** that:

1. All administration staff may take leave during the period even if this results in the Guildhall being closed.
2. Caretaking staff may take leave during the period subject to existing Guildhall bookings.
3. No further Guildhall bookings to be taken and existing hirers be contacted to check their bookings over the period will be required.

60/11/12 REVIEW OF OFFICE ACCOMMODATION

Members considered the use of the recently refurbished Mayors Parlour as a quiet working room for staff.

It was agreed in principle that the Mayors Parlour could be used by staff as a quiet working room.

It was **RECOMMENDED** that Policy and Resources Committee approve the purchase of a laptop and computer support to facilitate the use of the Mayors Parlour as a quiet office.

Members considered in detail proposals for the reconfiguration of reception to accommodate a strong room and achieve a more efficient and effective use of the space available for administration staff.

It was **RESOLVED** guidance would be given to the Guildhall Working Party for consideration in the internal refurbishment programme, to ensure that there was still provision for a caretakers working area on the ground floor.

61/11/12 OPENING POLICY IN THE EVENT OF ADVERSE WEATHER

The Chairman presented members with a proposed policy.

It was **RECOMMENDED** Full Council receive the policy for adoption subject to minor changes and following members and staff consultation. Unanimous thanks were given by the Council to Mrs J Angear for initiating the creation of the Policy.

62/11/12 UPDATE ON RISK ASSESSMENTS

The Clerk informed members risk assessments were ongoing.

It was **RESOLVED** that fire drill exercises as due would be conducted.

63/11/12 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.

64/11/12 AS REQUIRED OR IF NECESSARY

65/11/12 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

66/11/12 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY

None.

67/11/12 OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR

Planning for Industrial Action

The Chairman reported on a document received from the Local Government Association relating to planning for industrial action.

He reported that to his and the Clerk's knowledge there were no members of staff who were members of Trade Unions likely to go on strike.

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

68/11/12 PRESS RELEASES OR ARTICLES REQUIRED

None.

69/11/12 DATE OF NEXT MEETING

17TH January 2012

Rising at 10.05

Signed: _____
Chairman

Dated: 1st December 2011