



Saltash Town Council
Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

Wednesday 7 April 2021

Dear Councillor

I write to summon you to the meeting of **Personnel Committee** to be held on the Virtual Zoom Platform on **Tuesday 13th April 2021 at 6.30 pm.**

Yours sincerely,

A handwritten signature in black ink, appearing to be 'R Lane'.

R Lane
PP Town Clerk

To Councillors:

J Dent M Fox S Martin J Peggs J Rance (Vice-Chairman) B Samuels (Chairman)	Other members of the Council for information
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Agenda

1. Announcements:
 - a. To confirm that all present can hear the proceedings.
 - b. Roll call of Members, Public and Press present.
 - c. To confirm the meeting is quorate.
 - d. Meeting procedure.
2. **Public Bodies (Admission to Meetings) Act 1960**

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

Chairman to confirm the Personnel Meeting is now in Part Two.
Due to virtual meetings of the Personnel Committee I request a roll call and approval from Members and Officers that there is nobody in the room with you and that the agenda items to be considered at this meeting remain confidential.
3. Apologies.
4. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
5. To receive and approve the minutes of the Personnel Committee held on 26th January 2021 and the Extraordinary Personnel minutes held on 2nd March 2021 as a true and correct record.
6. To consider Risk Management reports as may be received.
7. Budget statements:
 - a. To receive the current Committee budget statement.
8. To receive updates to the Pension Policy.
9. To receive a report on revised pension policy regarding monthly re-attributions calculations.
10. To ratify the COVID-19 Delegated Decision Register.
None.

11. To consider training requests and to report back on training attended.
12. To receive the updated STC Services and Operational Recovery Report - Risk Assessment to be worked up following any amendments.
13. To receive the notes of the Informal Meeting with the Personnel Members held on Tuesday 6th April 2021 and consider any recommendations.
14. To approve the amended job description and person specification for the post of Receptionist / Mayor's Secretary.
15. Staffing:
 - a. To report back on annual appraisals, incremental point progression and any agreed actions and associated expenditure.
 - b. To report back on 6-month probation reviews
 - c. To report back on end of year annual leave
 - d. To consider personnel matters as reported by the Town Clerk.
16. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Tuesday 25 May 2021 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of Personnel Committee held on the Virtual Zoom Platform on Tuesday 2nd March 2021 at 6.30 pm

PRESENT: Councillors: J Dent, M Fox, S Martin, J Peggs and B Samuels (Chairman).

ALSO PRESENT: R Lane (Town Clerk)

APOLOGIES: J Rance (Vice-Chairman)

97/20/21 ANNOUNCEMENTS:

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all persons present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

98/20/21 RECORDING OF MEETINGS - DUE TO GDPR RECORDING OF THE MEETING IS NOT PERMITTED.

None.

99/20/21 DECLARATIONS OF INTEREST:

a. Declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

b. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.

c. Dispensations required:

None.

In the absence of the Vice Chairman It was proposed by Councillor B Samuels and seconded by Councillor Martin and **RESOLVED** that Councillor Dent be elected Vice Chairman for the meeting.

100/20/21 TO RECEIVE AND CONSIDER THE STC SERVICES AND OPERATIONAL RECOVERY REPORT.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RECOMMENDED** that:

1. Under step 2 staff return to working in the Guildhall as of 12th April 2021.
2. STC register with the national Community Testing Programme being delivered by Cornwall Council to train and enable appropriate members of staff to conduct rapid lateral flow tests for staff in order to protect staff and the wider community.

101/20/21 STAFFING:

- a. Human Resources support update

The Chairman updated members on progress

- b. Staffing structure.

The Chairman updated members on staffing items.

102/20/21 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

103/20/21 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY.

None.

104/20/21 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN.

None.

105/20/21 PRESS AND SOCIAL MEDIA RELEASES.

None.

106/20/21 DATE OF NEXT MEETING

Tuesday 30 March 2021 at 6.30 pm

Rising at: 8.00 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Personnel Committee held on the Virtual platform Zoom on Tuesday 26th January 2021 at 6.30 p.m.

PRESENT: Councillors: J Dent, M Fox, S Martin, J Peggs, J Rance – Vice Chairman, B Samuels - Chairman.

ALSO PRESENT: R Lane - Town Clerk.

APOLOGIES: Councillor: J Rance late arrival.

ANNOUNCEMENTS

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all persons present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

79/20/21 **RECORDING OF MEETINGS – DUE TO GDPR RECORDING OF THE MEETING IS NOT PERMITTED**

None.

80/20/21 **DECLARATIONS OF INTEREST:**

- a. Declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. Dispensations required:

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
None.			

81/20/21 **TO NOTE AND RECEIVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 24TH NOVEMBER 2020 AS A TRUE AND CORRECT RECORD**

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Meeting held on Tuesday 24th November 2020 were confirmed as a true and correct record.

82/20/21 **BUDGET STATEMENTS**

To receive the current Committee budget statement.

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** to note.

83/20/21 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

84/20/21 **TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER**

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
	None			

85/20/21 **TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED:**

1. To note training attended to date.
2. To note the Chairman had under delegated authority approved training requests for members of staff to attend Social Media and Election Process training.
3. To approve:
 - a. IOSH Managing Safety Course for the Service Delivery Manager and Assistant Manager.
 - b. ICCM training for two SDGA's.
 - c. Electrical Installers course for the Assistant Service Delivery Manager.
 - d. Councillor Peggs to investigate the Investors in People Award eligibility for STC.

86/20/21 **TO RECEIVE THE UPDATED STC SERVICES AND OPERATIONAL RECOVERY REPORT TOGETHER WITH THE RISK ASSESSMENTS**

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** to receive.

87/20/21 **TO APPROVE THE JOB DESCRIPTION AND PERSON SPECIFICATION FOR THE FULL TIME POST OF SERVICE DELIVERY GENERAL ASSISTANT (GROUNDS MAINTENANCE)**

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** to approve.

88/20/21 **TO APPROVE AMENDMENTS TO THE VACANT SERVICE DELIVERY GENERAL ASSISTANT'S POSTS TO BE RECRUITED**

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** to match the operational requirements of Service Delivery the vacant SDGA posts of 4 x 30 hours plus the vacant Cemetery Warden post of 37 hours a total of 157 hours be reallocated to recruit 2 x 37 and 2 x 30 hour SDGA's at a total of 134 hours retaining 23 hours in reserve.

89/20/21 **TO CONSIDER UPDATES TO THE EMPLOYEE HANDBOOK**

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** to adopt the updates.

90/20/21 **TO RECEIVE AND ADOPT THE HEALTH QUESTIONNAIRE FORM**
(Pursuant to Personnel Committee held on 29.09.20 minute no. 50/20/21 and Personnel Committee held on 24.11.20 minute no. 69/20/21)

It was proposed by Councillor Fox, seconded by Councillor B Samuels and **RESOLVED** to adopt the Health Questionnaire Form.

STAFFING

- a. To consider the Christmas shutdown period for the year 2021.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RECOMMENDED** that the Saltash Day be awarded to all staff on the 24th December 2021 and that the Christmas shutdown period commence on 24th December 2021 reopening on the 4th January 2022 subject to operational cover requirements to be determined by Line Managers.

- b. To report back on end of year annual leave for the year 2020-2021.

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** to note.

- c. To note annual appraisals are to take place.

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** to note.

- d. To note homeworking questionnaires are up to date.

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** to note.

- e. To consider the Covid-19 testing, self-isolation and payment procedures.

It was proposed by Councillor B Samuels seconded by Councillor Fox and **RESOLVED** to acknowledge that:

1. All staff Covid-19 testing takes place at recognised testing centres.
2. Self-isolation is as per law and that if an employee is to self-isolate due to a member of their household testing positive but the employee is fit and well but unable to work from home they are entitled to SSP as long as they qualify and are off for 4 days or more and will receive sick pay.

- f. Chairman of Personnel report to Members.

Councillor Rance joined the meeting.

The Chairman updated members on staffing welfare matters.

It was proposed by Councillor B Samuels seconded by Councillor Fox and **RESOLVED** to conduct work related welfare reviews for all staff.

92/20/21 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

93/20/21 **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

As referred to under minute 85/20/21 section 2.

94/20/21 **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN**

None.

95/20/21 **PRESS AND SOCIAL MEDIA RELEASES**

None.

96/20/21 **DATE OF NEXT MEETING:**

Tuesday 30th March 2021 at 6.30 p.m.

Rising at 20.30

Signed _____

Dated _____