



Saltash Town Council

Konsel An Dre Essa



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

19 May 2021

Dear Councillor

I write to summon you to the meeting of **Personnel Committee** to be held at the Guildhall on **Tuesday 25th May 2021 at 6.30 pm.**

The meeting is open to members of the public and press up until the Public Bodies (Admission to Meetings) Act 1960.

Please note due to Covid-19 safe working practices the number of attendees has been reduced significantly, limiting the Guildhall (long room) Covid-19 capacity number of people to 27.

We ask that members of the public and press attending Council meetings **arrive no earlier than 6:15pm** and consider their own unique circumstances before attending.

Please review and adhere to the [Guildhall Risk Assessment together with the Councils Protocol](#) and note that it is not likely to cover all scenarios.

Yours sincerely,

PP R Lane
Town Clerk

To Councillors:

Essa	Tamar	Trematon
R Bickford	L Challen	S Miller
R Bullock	S Gillies	B Samuels
G Challen	S Martin	G Taylor
M Fox (Chairman)	J Peggs	D Yates
A Pinckney	P Samuels	
VACANCY	VACANCY	

Agenda

1. Health and Safety Announcements
2. To appoint a Chairman
3. To appoint a Vice Chairman
4. Apologies.
5. 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.
6. To note and receive the minutes of the Personnel Committee held on 13th April 2021 and the Extraordinary Personnel Committee held on 29th April 2021 as a true and correct record. (Pages 3 - 12)
7. To consider Risk Management reports as may be received.
8. To receive the current Committee budget statement. (Page 13)
9. To consider training requests and to report back on training attended.
10. To receive an update regarding the Investors in People Award
11. To receive the updated STC Services and Operational Recovery Report.
12. To consider rapid lateral flow tests.
13. **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.
14. To review the staffing structure.
15. Staffing matters.
16. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Tuesday 27 July 2021 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held on the Virtual Zoom Platform on Tuesday 13th April 2021 at 6.30 pm

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

ALSO PRESENT: S Burrows (Assistant Town Clerk) and S Emmett (Finance Officer)

APOLOGIES: None.

1/21/22 ANNOUNCEMENTS:

The Chairman confirmed that all present could hear the proceedings.

The Chairman led Members into a minute's silence as a mark of respect for the passing of His Royal Highness The Prince Philip, Duke of Edinburgh.

The Chairman confirmed all persons present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

2/21/22 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.

The Chairman informed Members that the meeting is now in Part Two

Due to the meeting being held virtually it was requested that Members raise their hands to confirm there is nobody else in the room with them and that the meeting remains confidential.

3/21/22 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.

None.

- b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

4/21/22 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.

Please see a copy of the minutes on the STC website.

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Meeting held on Tuesday 26th January 2021 were confirmed as a true and correct record.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on Tuesday 2nd March 2021 were confirmed as a true and correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

5/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

6/21/22 BUDGET STATEMENTS:

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

The Chairman announced that agenda items 8 and 9 would be taken together.

7/21/22 **TO RECEIVE UPDATES TO THE PENSION POLICY.**

The Finance Officer updated Members on the Pension Policy updates and the monthly re-attribution calculations.

It was proposed by Councillor Dent, seconded by Councillor Fox and resolved to **RECOMMEND** to Full Council to adopt the updates to the Local Government Pension Scheme Policy.

8/21/22 **TO RECEIVE A REPORT ON REVISED PENSION POLICY REGARDING MONTHLY RE-ATTRIBUTIONS CALCULATIONS.**

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to approve:

1. The new exemption rule for the pension policy for the monthly pension employee contribution attribution rate.
2. The following pay elements not be considered when the monthly attribution calculation is made for back pay, lump sums, overtime and error correction.
3. The exemption rule to be back dated to August 2018 and existing employees reimbursed accordingly.

The Finance Officer left the meeting.

9/21/22 **TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER.**

None.

10/21/22

TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED.

It was proposed by Councillor B Samuels, seconded by Councillor Rance and **RESOLVED** to approve a PAT Testing Course for the Assistant Service Delivery Manager at a cost of £250 allocated to budget Service Delivery Staff Training.

It was **RESOLVED** to note training attended.

It was **RESOLVED** to note the Chairman had under delegated authority approved the following training requests:

1. ICCM Cemetery Course and Management of Memorials for five Service Delivery General Assistants at a cost of £270 each allocated to budget Service Delivery Staff Training.
2. Manual Handling and Abrasive Wheels for six Service Delivery General Assistants at a cost of £550 allocated to budget Service Delivery Staff Training.
3. Chapter 8 for six Service Delivery General Assistants at a cost of £550 allocated to budget Service Delivery Staff Training.
4. STC premises / STC land for practical – Ride-on-Mower / Pedestrian Mower for six Service Delivery General Assistants at a cost of £550 allocated to budget Service Delivery Staff Training.

11/21/22

TO RECEIVE THE UPDATED STC SERVICES AND OPERATIONAL RECOVERY REPORT - RISK ASSESSMENT TO BE WORKED UP FOLLOWING ANY AMENDMENTS.

It was proposed by Councillor B Samuels, seconded by Councillor Rance and resolved to **RECOMMEND** to Full Council:

1. The reopening of the Guildhall reception area only to members of the public from the 17th May 2021 under step 3 of the roadmap out of lockdown.

It was proposed by Councillor B Samuels, seconded by Councillor Rance and **RESOLVED** to approve delegated authority to the Assistant Town Clerk to reallocate staff workstations to appropriate areas of the Guildhall to facilitate future physical Town Council meetings.

It was **RESOLVED** to note that an informal Councillors Briefing Session be arranged to consider the Guildhall Physical Council Meetings Risk Assessment and process on the day.

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

1. Call upon a Casual Library and Information Assistant with immediate effect to cover one day a week at the Library for an initial period of 3 months.
2. Add to the next Personnel Committee agenda – To consider the staff structure of the council.

12/21/22 **TO RECEIVE THE NOTES OF THE INFORMAL MEETING WITH THE PERSONNEL MEMBERS HELD ON TUESDAY 6TH APRIL 2021 AND CONSIDER ANY RECOMMENDATIONS.**

The Chairman updated Members on staffing matters.

It was **RESOLVED** to note.

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

1. Recruit a full time temporary to permanent Receptionist / Mayors Secretary to cover the vacant post at the earliest opportunity.
2. Recruit a full time temporary HR / Admin Assistant due to staff shortage at the earliest opportunity.

13/21/22 **TO APPROVE THE AMENDED JOB DESCRIPTION AND PERSON SPECIFICATION FOR THE POST OF RECEPTIONIST / MAYOR'S SECRETARY.**

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** to approve the updated Receptionist / Mayors Secretary Job Description and Person Specification.

14/21/22

STAFFING:

- a. To report back on annual appraisals, incremental point progression and any agreed actions and associated expenditure.

It was **RESOLVED** to note all staff appraisals had been successfully completed apart from one Service Delivery General Assistant that will be undertaken at a future date as it had been delayed due to sickness absence.

It was proposed by Councillor Rance, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to:

1. Approve all incremental point progressions for eligible staff.
2. Reflect the duties and responsibilities of the post of Assistant Service Delivery Manager at scale 13 - 17 and to receive an uplift from point 13 to 15 back dated to 1st April 2021 in recognition of work undertaken to date.
3. Increase the Assistant Town Clerk scale from 29 - 32 to 37 - 41 starting on point 39 and to be back dated to 1st April 2021 until such time the Town Clerk resumes his normal duties and as the Town Council circumstances change.

- b. To report back on 6-month probation reviews

It was **RESOLVED** to note that the Community Hub Team Leader, Service Delivery Manager and two Service Delivery General Assistants successfully passed their six month probation period.

- c. To report back on end of year annual leave

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** to approve the remaining leave for two members of staff at year-end of eight days each due to Town Council work commitments and that remaining staff are within the carry over policy limit of 5 days.

- d. To consider personnel matters as reported by the Town Clerk

The Assistant Town Clerk updated Members on staffing matters.

It was **RESOLVED** to note.

The Chairman reported a member of staff was awarded 5 days bereavement leave under delegated powers under policy.

It was **RESOLVED** to note.

15/21/22 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

16/21/22 **DATE OF NEXT MEETING**

Tuesday 25 May 2021 at 6.30 pm

Rising at: 9.05 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Extraordinary Personnel Committee held on the Virtual Zoom Platform on Thursday 29th April 2021 at 6.00 p.m.

PRESENT: Councillors: J Dent, S Martin, J Peggs, J Rance (Vice-Chairman) and B Samuels (Chairman).

ALSO PRESENT: S Burrows (Assistant Town Clerk)

APOLOGIES: M Fox

17/21/22 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.

18/21/22 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.

None.

b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

19/21/22 TO REPORT BACK ON ANNUAL LEAVE

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to approve remaining leave of ten days for a member of staff at year-end due to Town Council work commitments during the period of Covid-19.

20/21/22 **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.

The Chairman informed Members that the meeting is now in Part Two.

Due to the meeting being held virtually it was requested that Members raise their hands to confirm there is nobody else in the room with them and that the meeting remains confidential.

21/21/22 **STAFFING MATTERS**

Due to the nature of the business to be transacted and in accordance with GDPR regulations the Personnel Committee considered minute number 20/21/22 a confidential matter of the Personnel Committee and to remain confidential.

The Chairman updated members on staffing matters.

It was **RESOLVED** to note.

22/21/22 **DATE OF NEXT MEETING**

Tuesday 25 May 2021 at 6.30 pm

Rising at: 6:48pm

Signed: _____
Chairman

Dated: _____

Personnel Committee - Personnel Budget
Saltash Town Council
As at 17th May 2021

Account	Actual Received/Spend 2020/21	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds Available to Date 2021/22	Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Personnel Operating Expenditure											
Personnel Expenditure											
6654 ST Staff Welfare	0	0	0	1,500	0	1,500		1,509	1,518	1,527	1,536
6657 ST SNB Staff Recruitment Advertising	153	0	0	6,000	0	6,000		6,036	6,072	6,109	6,145
6658 ST SNB Miscellaneous Staffing Expenditure	0	0	0	205	0	205		206	208	209	210
6662 SNB HR Professional Fees	3,409	0	0	2,908	190	2,718		2,926	2,943	2,961	2,979
Total Personnel Expenditure	3,562	0	0	10,613	190	10,423		10,677	10,741	10,806	10,870
Total Personnel Operating Expenditure	3,562	0	0	10,613	190	10,423		10,677	10,741	10,806	10,870
Total Personnel Operating Surplus/ (Deficit)	(3,562)	0	0	(10,613)	(190)	(10,423)		(10,677)	(10,741)	(10,806)	(10,870)
EMF Personnel Expenditure											
6691 ST EMF Legal Fees (Staffing)	0	6,000	0	0	0	6,000		0	0	0	0
Total EMF Personnel Expenditure	0	6,000	0	0	0	6,000		0	0	0	0
Total Personnel Expenditure (Operational & EMF)	3,562	6,000	0	10,613	190	16,423		10,677	10,741	10,806	10,870
Total Personnel Budget Surplus/ (Deficit)	(3,562)	(6,000)	0	(10,613)	(190)	(16,423)		(10,677)	(10,741)	(10,806)	(10,870)