



Saltash Town Council

Konsel An Dre Essa



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

Wednesday 21 July 2021

Dear Councillor

I write to summon you to the meeting of **Personnel Committee** to be held at the Guildhall on **Tuesday 27th July 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, however, **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 encourage members of the public and press attending Council meetings to wear a face covering, unless medically exempt, and to consider their own unique circumstances before attending.

Yours sincerely,

PP R Lane
Town Clerk

To Councillors:

G Challen S Martin S Miller J Peggs B Samuels G Taylor (Chairman)	Other members of the Council for information
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Agenda

1. Health and Safety Announcements
2. Apologies.
3. 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
4. To receive and approve the minutes of the Extraordinary Personnel Committee held on Thursday 15th July 2021 as a true and correct record. (Pages 4 - 5)
5. To consider Risk Management reports as may be received.
6. Budget statements: (Page 6)
 - a. To receive the current Committee budget statement.
7. To consider training requests and to report back on training attended.
8. To consider amendments to the Terms of Reference. (Pages 7 - 10)
9. To consider the Investors in People Scheme.
10. To ratify the recruitment costs for the position of Receptionist / Mayors Secretary.
11. To ratify the library phased opening operational hours.
12. To consider provision for flu jabs for all Officers.
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.

Chairman to confirm the Personnel Meeting is now in Part Two.

14. Staffing:
 - a. To consider appointing a SDGA on a temporary basis to cover the departure of the Senior SDGA until the permanent position is filled.
 - b. To review the National Joint Council scales together with the Job Descriptions.

16. To consider urgent non-financial items at the discretion of the Chairman.

17. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Tuesday 28 September 2021 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of Personnel Committee held on the Guildhall on Thursday 15th July 2021 at 6.30 pm

PRESENT: Councillors: G Challen, S Martin, S Miller, J Peggs, B Samuels and G Taylor (Chairman).

ALSO PRESENT: Cllr P Samuels (Mayor 2021-22), S Burrows (Assistant Town Clerk)

APOLOGIES:

48/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

49/21/22 TO ELECT A VICE CHAIRMAN

It was proposed by Councillor G Challen, seconded by Councillor Peggs and following a vote it was **RESOLVED** to appoint Councillor Martin as Vice Chairman.

50/21/22 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.

51/21/22

TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY 14TH JUNE 2021 AND WEDNESDAY 30TH JUNE 2021 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Meeting held on 14th June 2021 were confirmed as a true and correct record.

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Meeting held on 30th June 2021 were confirmed as a true and correct record subject to amendment to those present to be changed to reflect Councillor Martin's attendance.

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

52/21/22

RECRUITMENT - SERVICE DELIVERY DEPARTMENT.

The Chairman and Acting Town Clerk updated Members on the current staffing levels for the Service Delivery Department.

The resignation of the Senior Service Delivery General Assistant was **NOTED**.

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** that the post of Senior Service Delivery General Assistant not be replaced and at the earliest opportunity recruit a Service Delivery General Assistant.

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** that the Chairman liaises with the Service Delivery Manager to work up a Service Delivery Staffing Structure Review to be reported at the next Personnel meeting to be held on 27th July 2021.

DATE OF NEXT MEETING

Tuesday 27 July 2021 at 6.30 pm

Rising at: 8:55 p.m.

Signed: _____
Chairman

Dated: _____

Personnel Committee - Personnel Budget
Saltash Town Council
As at 16th July 2021

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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	51	5,949		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	571	2,337		2,926	2,943	2,961	2,979
Total Personnel Expenditure	3,562	0	0	10,613	622	9,991		10,677	10,741	10,806	10,870
Total Personnel Operating Expenditure	3,562	0	0	10,613	622	9,991		10,677	10,741	10,806	10,870
Total Personnel Operating Surplus/ (Deficit)	(3,562)	0	0	(10,613)	(622)	(9,991)		(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	622	15,991		10,677	10,741	10,806	10,870
Total Personnel Budget Surplus/ (Deficit)	(3,562)	(6,000)	0	(10,613)	(622)	(15,991)		(10,677)	(10,741)	(10,806)	(10,870)

Personnel Committee

Councillors appointed to the Personnel Committee must be willing to commit to undertake employment law training as soon as they are elected to the Committee. The Town Council recognizes that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.

Composition: Six members plus the current Mayor as an observer only

Note: A member will not be eligible for nomination to the Committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 12 months.

Chairmanship: Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.

~~Public Due to GDPR, Data Protection, confidentiality and potential referral to Full Council there will be no Member and no public attendance at the meetings of the Committee.~~

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Quorum: Four members

Meetings: Bi-monthly

Time: 6:30 p.m.

Venue: Guildhall ~~or by a virtual platform under Covid 19 legislation~~

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Training: All members of this Committee will undertake employment law training every 6 months provided by the Council subject to course availability.

Reports to: Full Council

Remit: Staff recruitment, grievance, appraisal, sickness, annual leave, maternity & paternity records, training, employment policies, health & safety and welfare matters and to work within the individual delegated authority budget.

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as delegated by Council or any Committee of the Council.
2. The overall performance and welfare of the staff, delegating the day to day line management to the Town Clerk.

3. To receive reports from the Town Clerk in respect of attendance, short- and long-term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, and flexible leave requirements and with delegated powers to resolve any associated matters.
4. To review and recommend all employment policies to Council in consultation with members of staff.
5. To maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations for change to the relevant Committee and or Full Council.
6. To oversee the recruitment process of all staff and where required, assist, when required, the Town Clerk in the recruitment of new staff.
7. To undertake the recruitment of the Town Clerk with any associated expenditure and making the appointment.
8. To review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts) and to approve contracts of employment.
9. To maintain confidentiality over all staffing matters as required under the 2018 General Data Protection Regulations and the 2018 Data Protection Act as well as the Code of Conduct.
10. To deal with all matters relating to staff conduct.
11. Staff Appraisals:
 - a. To ensure that annual appraisals for all staff are carried out, agree and monitor any associated actions and outcomes.
 - b. The annual appraisal of the Town Clerk will be undertaken by the Mayor and Chairman of the Personnel Committee.
 - c. To oversee staff and member development including identify training opportunities and ensure that all training needs are met.
12. To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks.
13. To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure referred by the Town Clerk.
14. Where appropriate, appoint a panel to hear complaints made under the Council's Grievance and Disciplinary Procedure and full delegated responsibility to take whatever action necessary. If felt necessary, it has the

delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter.

15. To prepare and submit to the P & F Committee budget proposals in respect of salaries and training - for all staff.
16. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Committee's total budget must be authorised by the P & F Committee.
17. All aspects of Health and Safety that fall within the remit of the Committee.
18. Making resolutions to the Council on all matters not within existing policy.
19. Saltash Town Council recognises the Transfer of Undertakings Protection of Employment regulations 2006 known as TUPE.
20. Saltash Town Council is committed to working with accredited trade unions to promote a good working relationship with its staff.

Matters not Delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

