



Saltash Town Council

Konsel An Dre Essa



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

Tuesday 1 June 2021

Dear Councillor

I write to summon you to the **Extraordinary Meeting of the Personnel Committee** to be held at the Guildhall on **Monday 7th June 2021 at 7.00 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 ask that members of the public and press attending Council meetings **arrive no earlier than 15 minutes prior to the start of the meeting** 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:

G Challen M Fox (Chairman) S Miller J Peggs B Samuels G Taylor (Vice-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 note and receive the minutes of the Personnel Committee held on Tuesday 25th May 2021 as a true and correct record. (Pages 3 - 8)
5. To review the Personnel Terms of Reference. (Pages 9 - 10)
6. 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.
7. To review the staffing structure.

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

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Tuesday 25th May 2021 at 6.30 pm

PRESENT: Councillors: M Fox (Chairman), G Taylor (Vice-Chairman), G Challen, S Miller, J Peggs and B Samuels.

ALSO PRESENT: S Burrows (Assistant Town Clerk)

APOLOGIES: None.

21/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

Councillor B Samuels in the Chair.

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

22/21/22 TO APPOINT A CHAIRMAN

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

Councillor Fox in the Chair.

23/21/22 TO APPOINT A VICE CHAIRMAN

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

24/21/22 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.

25/21/22 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.

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

It was proposed by Councillor Fox, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Meeting held on 13th April 2021 were confirmed as a true and correct record.

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on 29th April 2021 were confirmed as a true and correct record.

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

26/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

27/21/22 TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT.

It was **RESOLVED** to note.

28/21/22 TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED.

No report.

29/21/22 TO RECEIVE AN UPDATE REGARDING THE INVESTORS IN PEOPLE AWARD

Councillor Peggs informed Members of the Investors in People Award.

It was proposed by Councillor Fox, seconded by Councillor Taylor and **RESOLVED** that Councillor Peggs circulates the information relating to the Investors in People Award for Members consideration at a future Personnel Committee.

30/21/22

TO RECEIVE THE UPDATED STC SERVICES AND OPERATIONAL RECOVERY REPORT.

Members considered STC Services and Operational Recovery Report in line with the Government Roadmap.

It was resolved to **RECOMMENDED** to Full Council:

Guildhall:

1. Guildhall reception to remain closed to members of the public until sufficient staff are appointed.
2. No Guildhall bookings until relocation of staff and easing of social distancing.
3. To continue to work towards re-opening the Guildhall room bookings in line with the Government Roadmap as of 21st June 2021.
4. To relocate the Finance Department on a temporary basis to the Station Building (extension) subject to completion of building works, at the earliest opportunity and to continue to review.
5. In the absence of the Town Clerk, the Assistant Town Clerk to continue with the day to day line management and operations of the Council liaising with each department as we move through the roadmap, reporting back to the Personnel Committee.

Library:

1. To continue working towards re-opening the Library building as of 21st June 2021 in line with the Government Roadmap.
2. To work towards re-introducing events and activities to Saltash Library Hub over a phased period to be managed by the Community Hub Team Leader.
3. To stop quarantining books, newspapers and magazines in line with Public Health England advice on book quarantining.
4. Members of staff to return to their place of work from home working.

Service Delivery:

1. Full service and operations to continue under the safe covid-19 working practices and risk assessments.
2. Staff to continue operating in bubbles of two for inside work only. Staff to continue wearing PPE and maintain social distancing where possible.
3. Staff are no longer required to operate in bubbles of two when working outside. Staff to continue wearing PPE and maintain social distancing where possible.
4. Staff to return to sharing work vehicles whilst wearing PPE and ensuring good ventilation.
5. Public toilet cleaning schedule to be reduced to twice daily between the hours of 0800 and 0930 and 1130 and 1230 and fogged when closed at 1700.
6. Town centre and Waterfront sanitising cleaning schedule to be reduced to twice daily (subject to weather conditions) between the hours of 0800 and 0930 and 1130 and 1230.

31/21/22 **TO CONSIDER RAPID LATERAL FLOW TESTS.**

It was proposed by Councillor Fox, seconded by Councillor Taylor and resolved to **RECOMMEND** to:

1. Adopt a daily employee Covid-19 Safety Checklist for all STC staff to complete.
2. Offer home testing kits to members of staff to be taken twice weekly at home and results produced to their line manager for recording.

32/21/22 **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.

The Chairman announced that the next item of business to be considered is agenda item 15.

33/21/22 **STAFFING MATTERS.**

The Assistant Town Clerk updated Members on staffing matters.

Due to the nature of the business transacted and in accordance with GDPR and Data Protection Regulations minute number 34/21/22 remains a confidential matter of the Personnel Committee.

34/21/22 **TO REVIEW THE STAFFING STRUCTURE.**

Members reviewed and discussed part of the current staffing structure.

It was proposed by Councillor Fox, seconded by Councillor Taylor and resolved to **RECOMMEND:**

1. A part time Administration Assistant be appointed at 20hrs per week, Monday to Friday, hours to be determined by the line manager, liaising with successful candidate.
2. The part time Administration Assistant Post forms part of the Council's existing staffing structure.
3. Within budget a salary costs at £11,111 (including pension and NI) from 1st July 2021 to 31st March 2022 allocated to the Service Delivery Staffing Cost Budget.
4. NJC scale 7 – 9.

It was proposed by Councillor Fox, seconded by Councillor Taylor and **RESOLVED:**

1. To introduce a Service Delivery Work Request Form and generic STC email address for Councillors, STC Officers, and members of the public to report details of works identified to the Service Delivery Department.
2. To introduce a Works Request Log for the Service Delivery Department to conduct the works by receipt of a Work Request Form and departments availability.
3. To prioritise health and safety works.
4. That the Service Delivery Work Request Form be made available on Saltash Town Council website and social media platforms.
5. To implement with immediate effect.

In line with Standing Orders a meeting of the Council shall not exceed a period of 2½ hours.

The Chairman ended the meeting and called for an Extraordinary Personnel Committee meeting to be held on Monday 7th June 2021 to continue with the remaining business of the Personnel Committee.

35/21/22 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Extraordinary Personnel Committee Meeting: Monday 7th June 2021.

Rising at: 8:50 p.m.

Signed: _____
Chairman

Dated: _____

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

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.

Quorum: Four members

Meetings: Bi-monthly

Time: 6:30 p.m.

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

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.