



# ***Saltash Town Council***

***Konsel An Dre Essa***



The Guildhall  
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Saltash  
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[www.saltash.gov.uk](http://www.saltash.gov.uk)

Thursday 24 June 2021

Dear Councillor

I write to summon you to the meeting of the **Extraordinary Personnel Committee** to be held at the Guildhall on **Wednesday 30th June 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 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 S Miller J Peggs B Samuels G Taylor (Vice-Chairman) Vacancy	Other members of the Council for information
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## Agenda

1. Health and Safety Announcements
2. To elect a Chairman.
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 Tuesday 25th May 2021 as a true and correct record. (Pages 3 - 8)
6. To approve the Part Time Admin Assistant Job Description and Person Specification. (Pages 9 - 12)
7. 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.
8. To receive the notes of the Informal Meeting with the Personnel Members held on Monday 7th June 2021 and Friday 18th June 2021 and consider any recommendations.
9. 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.

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#### **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 13<sup>th</sup> 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 29<sup>th</sup> 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 21<sup>st</sup> 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 21<sup>st</sup> 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 1<sup>st</sup> July 2021 to 31<sup>st</sup> 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 7<sup>th</sup> 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 7<sup>th</sup> June 2021.

Rising at: 8:50 p.m.

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_



## SERVICE DELIVERY DEPARTMENT - PART TIME ADMINISTRATION ASSISTANT JOB DESCRIPTION

Hours:	20 hours per week. Monday – Friday, hours flexible to suit the successful candidate and operational needs of the Council, to be agreed by the Service Delivery Manager.
Responsible to:	Service Delivery Manager - Line Manager.
Purpose of job:	The post holder will support the Service Delivery Manager and Assistant Service Delivery Manager in the day to day functions of the Service Delivery Department of Saltash Town Council.

### RESPONSIBILITIES

1. To support the Service Delivery Manager with all aspects of the administration within the Service Delivery Department.
2. To provide administrative assistance with the Burial Procedures Administration, jointly with the Assistant Service Delivery Manager and the Town Council's Administration Department.
3. To be responsible for the ordering of all Stationary, materials, equipment and sundries as directed by the Service Delivery Manager. Providing comprehensive administration throughout the process from initialisation to completion.
4. To be responsible and support the Service Delivery Manager with recruitment for the Service Delivery Department.
5. To be responsible for maintaining stock levels of all materials ensuring that stock levels remain sufficient for the departments operational requirements.
6. To review and update and then manage all department filing regularly.
7. To assist with the Moorings and Pontoon management.
8. To assist with Allotment Management
9. To provide varying support duties to the Administration Department as directed by the Service Delivery Manager.
10. To provide cover for administration staff as directed by the Service Delivery Manager
11. To provide cover for the Service Delivery Manager and / or the Assistant Service Delivery Manager as and when required.
12. To attend relevant training as required.
13. To work in accordance with the new General Data Protection Regulations, Town Council's policies and procedures.
14. To undertake such duties as may arise from time to time commensurate with the position.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.

**SERVICE DELIVERY DEPARTMENT - PART TIME ADMINISTRATION ASSISTANT  
PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>1. Educational Qualifications</b>	<p>Educated to GCSE level or equivalent including English and Mathematics.</p> <p>Evidence of a commitment to continuing professional development.</p>	A recognised qualification in local council administration.
<b>2. Work Experience</b>	<p>Experience of using and a working knowledge of:</p> <ul style="list-style-type: none"> <li>• Outlook</li> <li>• Word</li> <li>• Excel</li> <li>• PowerPoint</li> <li>• Teams</li> <li>• Zoom</li> </ul> <p>Experience working within a compact and demanding office environment.</p> <p>Proven Customer Liaison experience</p> <p>Experience in Purchase Ordering from the initialisation of the process to completion</p> <p>Ability to problem solve.</p>	<p>Knowledge and experience of cemetery administration.</p> <p>Knowledge and experience of working with local government.</p>
<b>3. Skills</b>	<p>Excellent presentation skills.</p> <p>Effective communication skills.</p> <p>Effective organisation skills.</p> <p>Ability to act with complete impartiality.</p> <p>Self-motivated and drive.</p> <p>High standard of attention to detail.</p>	Experience of minute taking.
<b>4. Other</b>	Flexible approach to duties	

	<p>To assist the Administration Department if necessary.</p> <p>Demonstrate flexibility within the role as required.</p> <p>Driving Licence and vehicle.</p>	
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