



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
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[www.saltash.gov.uk](http://www.saltash.gov.uk)

9 July 2021

Dear Councillor

I write to summon you to the meeting of the **Extraordinary Personnel Committee** to be held at the Guildhall on **Thursday 15th 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 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 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. To elect a Vice 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 Monday 14th June 2021 and Wednesday 30th June 2021 as a true and correct record. (Pages 3 - 9)
6. Recruitment - Service Delivery Department.

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

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of Personnel Committee held on the Guildhall on Monday 14th June 2021 at 6.30 pm

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

**ALSO PRESENT:** D Joyce (Administration Officer)

**APOLOGIES:** None.

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#### **36/21/22 HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **37/21/22 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.

#### **38/21/22 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.

**39/21/22**    **STAFFING MATTERS.**

Members received the notes of the informal Personnel meeting held on Monday 7<sup>th</sup> June 2021.

The Chairman updated members on staffing matters.

Due to the nature of the business to be transacted and in accordance with GDPR regulations the Personnel Committee considered minute number 39/21/22 a confidential matter of the Personnel Committee and to remain confidential.

**DATE OF NEXT MEETING**

Tuesday 27 July 2021 at 6.30 pm

Rising at: 7.15 pm

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

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

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Extraordinary Personnel Committee held at the Guildhall on Wednesday 30th June 2021 at 6.30 pm

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

**ALSO PRESENT:** S Burrows (Assistant Town Clerk).

**APOLOGIES:** B Samuels.

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#### **40/21/22 HEALTH AND SAFETY ANNOUNCEMENTS**

Councillor Taylor Vice Chairman in the Chair.

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

#### **41/21/22 TO ELECT A CHAIRMAN.**

The Chairman proposed agenda item 2 be deferred to a future Personnel meeting, seconded by Councillor Miller. The motion was defeated.

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

Councillor Taylor remained in the Chair.

#### **42/21/22 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.

**43/21/22**      **TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 25TH MAY 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 G Challen and **RESOLVED** that the minutes of the Personnel Meeting held on Tuesday 25<sup>th</sup> May 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.

**44/21/22**      **TO APPROVE THE PART TIME ADMIN ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION.**

Subject to amendments to both the Job Description and Person Specification, it was proposed by Councillor Taylor seconded by Councillor Peggs and **RESOLVED** to approve the Part Time Administration Job Description and Person Specification.

**45/21/22**      **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.

**46/21/22**      **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.**

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** that the notes of the informal Personnel Meeting held on 7<sup>th</sup> June 2021 were confirmed as a true and correct record.

It was proposed by Councillor Miller to appoint a Locum Assistant Town Clerk, a seconder was not sought. The proposal did not carry.

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** not to appoint a Locum Town Clerk.

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** that due to staffing levels a Receptionist had been appointed within budget, on a fixed term contract, expiry date 13<sup>th</sup> August 2021, to assist with administration works.

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** to offer the temporary Receptionist extra hours within budget during w/c 5<sup>th</sup> July 2021 to cover annual leave.

It was proposed by Councillor Taylor, seconded by Councillor Miller and **RESOLVED** that the notes of the informal Personnel Meeting held on 18<sup>th</sup> June 2021 were confirmed as a true and correct record.

It was proposed by Councillor Taylor, seconded by Councillor Miller and **RESOLVED** to form a sub group comprising of Councillors Martin, Miller and Peggs:

1. To work up an Officer Safeguarding policy.
2. Review the existing Staff / Members Relations Policy.
3. Where required seek advice from CALC.
4. Report back to a future Personnel meeting.

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to approve:

1. The Assistant Town Clerk works from home Friday mornings as of 16<sup>th</sup> July 2021.
2. The Assistant Town Clerk to take study leave Friday afternoons.
3. The Personnel Committee to review the study leave upon sufficient administrative support being put in place.

**47/21/22**     **TO REVIEW THE STAFFING STRUCTURE.**

**Library:**

It was proposed by Councillor Peggs, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Council:

1. To appoint a permanent Library and Information Assistant at 20 hours per week.
2. NJC 7-9, commencing on point 7.
3. Total costs for the period of employment from 1<sup>st</sup> August 2021 to 31<sup>st</sup> March 2022 an amount of £8,594.31.
4. Allocated to General Reserves.
5. Community Hub Team Leader to work up the job description and person specification to be received at the next Personnel meeting.

It was proposed by Councillor G Challen, seconded by Councillor Taylor and **RESOLVED** to review the appointment of a Community Hub Assistant at a future date.

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Council to:

1. Reflect the duties and responsibilities of the post of Community Hub Team Leader at NJC scale 10-12 and to receive an uplift to NJC scale 18-23.
2. Commence on point 18 back dated to 1<sup>st</sup> July 2021 in recognition of work undertaken to date.
3. Vire from the Library Staffing Contingency budget to the Library Staffing budget an amount of £2,096.80 within budget.

**Administration:**

The Assistant Town Clerk updated Members on the number of Receptionist / Mayors Secretary applications received to date (18).

It was **NOTED** that shortlisting, interviews and the appointment of a Receptionist / Mayors Secretary is a priority due to staffing levels.



Human Resources:

It was proposed by Councillor Taylor, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to seek outsourcing the Human Resources back log of work on a three month fixed term contract within budget.

**DATE OF NEXT MEETING**

Tuesday 27 July 2021 at 6.30 pm

Rising at: 8.55 pm

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

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