

## SALTASH TOWN COUNCIL

### Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Thursday 26th August 2021 at 6.30 pm

**PRESENT:** Councillors: G Challen, S Martin (Vice-Chairman), S Miller, B Samuels and G Taylor (Chairman).

**ALSO PRESENT:** Councillor P Samuels, S Burrows (Acting Town Clerk)

**APOLOGIES:** Councillor J Peggs.

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#### **68/21/22 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **69/21/22 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.
- b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

<b>Cllr.</b>	<b>Agenda item</b>	<b>Pecuniary/ Non-Pecuniary</b>	<b>Reason</b>	<b>Left the meeting</b>	<b>Remained at the meeting and did not vote.</b>
G Challen	5 Report 1	Non-pecuniary	On-going matters	Yes	n/a

None.

#### **70/21/22 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 reminded all Members that items discussed are of the strictest confidence and must not be discussed or shared with others.

All Members are subject to GDPR and Data Protection Regulations.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

71/21/22

**STAFFING MATTERS.**

Councillor G Challen declared an interest in the next item and left the meeting.

1. The Chairman informed Members regarding the forthcoming retirement of a member of staff on the 10<sup>th</sup> March 2022.

It was proposed by Councillor Taylor, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council that the employee be offered early release from 1<sup>st</sup> January 2022 on the terms and conditions agreed by the Personnel Committee.

Councillor G Challen was invited and returned to the meeting.

2. The Chairman updated Members on the welfare of a member of staff.

It was **RESOLVED** to note.

3. The Chairman informed Members regarding a Covid-19 phase return and hybrid working request from a member of staff.

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and **RESOLVED** to decline the request due to business needs of the Council.

4. The Chairman updated Members on the recent appointment of a Service Delivery General Assistant (Grounds Maintenance) and the urgent requirement to appointment another permanent Service Delivery General Assistant to assist with the grounds maintenance works.

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to appoint the next successful Service Delivery General Assistant (Grounds Maintenance) candidate within budget on 37 hours per week, NJC 7 – 9, commencing on point 7, allocated to budget code Services Staffing Costs.

5. The Chairman informed Members that both the Chair and Vice Chair of Personnel approved one week's unpaid leave for the year 2021-22 for a member of staff due to personal reasons.

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to ratify the approval for a member of staff to take one week's unpaid leave for the year 2021-22.

6. The Chairman updated Members on an incident that occurred at St Stephen's Churchyard.

The correct reporting procedures have been followed, including the incident being reported under RIDDOR's over-seven-day injuries to workers as a legal requirement.

It was **RESOLVED** to note.

7. The Chairman informed Members of the recent recruitment agency transfer fee for the appointment of a Service Delivery General Assistant (Grounds Maintenance).

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to ratify the approval of the agency transfer fee at a cost of £1,000 allocated to budget code Staff Recruitment for the position of a Service Delivery General Assistant (Grounds Maintenance).

8. The Vice Chairman informed Members of the need for a qualified Town Clerk to be contacted with immediate effect to assist the Acting Town Clerk and for the Acting Town Clerk to direct the qualified Town Clerk in the day to day running of the Council.

It was proposed by Councillor Taylor, seconded by Councillor Miller and **RESOLVED** that the Chairman of Personnel contacts a qualified Town Clerk to assist the Acting Town Clerk with immediate effect on 30 hours per week in ensuring the Town Council is correctly run according to Local Government regulations and legislation.

Members recognised a longer timeframe is required to appoint a permanent Town Clerk/RFO, to consider dividing the roles and determine a suitable job description and person specification.

It was proposed by Councillor Challen, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Council that Councillors G Challen and Miller together with the Acting Town Clerk work up an advert, job description and person specification for a qualified Town Clerk on a six month fixed term contract for 30 hours per week, NJC 37 – 41, commencing on point 37, to assist the Acting Town Clerk in ensuring the Town Council is correctly run according to Local Government regulations and legislation.

**DATE OF NEXT MEETING**

Tuesday 28 September 2021 at 6.30 pm

Rising at: 8.50 pm

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

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