

# Public Document Pack

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 29th September 2022 at 6.30 pm

**PRESENT:** Councillors: S Martin (Chairman), S Miller, J Peggs (Vice-Chairman) and B Stoyel.

**ALSO PRESENT:** S Burrows (Town Clerk), A Primmer (Finance Officer) and S Webber (Service Delivery Manager)

**APOLOGIES:** Councillors: J Dent and J Foster.

---

#### **45/22/23     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **46/22/23     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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

#### **47/22/23     TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE AND PRIVATE AND CONFIDENTIAL MINUTES HELD ON THURSDAY 28TH JULY 2022 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Committee including the Private and Confidential minutes held on Thursday 28<sup>th</sup> July 2022 were confirmed as a true and correct record.

**48/22/23      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**49/22/23      TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

No report.

**50/22/23      TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**51/22/23      TO RECEIVE A QUOTE TO BENCHMARK TOWN COUNCIL POSTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. Appoint HR Support Consultancy to undertake a benchmarking exercise on behalf of Saltash Town Council at a maximum cost of £600 + VAT;
2. Allocate the cost against budget code 6657 Staff Recruitment Advertising.

**52/22/23      TO REVIEW THE HR CONSULTANCY AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to:

1. Approve the amended Consultancy Agreement fees of £650 + VAT per month, to be reviewed after six months;
2. Note the service remains the same;
3. Allocate the cost against budget code 6662 Professional Fees.

**53/22/23      TO SET THE PERSONNEL BUDGET FOR THE YEAR 2023/24  
RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

Members discussed the budget statement for the year 2023/24.

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and resolved to **RECOMMEND** the Personnel Committee budget statement for the year 2023/24 to the Extraordinary Policy and Finance Committee meeting to be held on 22<sup>nd</sup> November 2022 as attached.

The Finance Officer left the meeting.

**54/22/23      TO RECEIVE AN UPDATE ON THE NJC PAY CLAIM DEAL 2022-23  
AND CONSIDER ANY ACTIONS AND ASSOCIATED  
EXPENDITURE.**

It was **RESOLVED** to note.

**55/22/23      TO RECEIVE A REPORT ON THE PROVISION OF LONE WORKING  
DEVICES AND CONSIDER ANY ACTIONS OR ASSOCIATED  
EXPENDITURE.**

It was **RESOLVED** to note that sufficient Risk Assessments and Safety Systems across the Service Delivery Department are now in place and staff have been consulted throughout the process.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Policy and Finance to:

1. Terminate 10 devices with immediate effect;
2. Continue to utilise 3 devices that remain within contract and terminate at the end of the two year contract;
3. To note a cost saving of £2,100 against budget code 6214 P&F Health and Safety;
4. Not pursue with Health and Safety Mobile Applications.

**56/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** 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 Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

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

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

The Chairman asked Members to individually note the statement - Members in attendance noted the Chairman's statement.

**57/22/23      TO RECEIVE A REPORT FROM THE SERVICE DELIVERY MANAGER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Cllr Stoyel left the meeting.

Cllr Stoyel returned to the meeting.

It was **RESOLVED** to note.

The Service Delivery Manager left the meeting.

The Chairman called for a 5 minute break.

**58/22/23      TO RECEIVE AN UPDATE ON ROSEVALE ACCOUNTANTS PAYROLL AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED:**

1. To continue to outsource processing of payroll on a temporary basis to Rosevale Accountants to be reviewed at the January 2023 Personnel Committee Meeting;
2. To approve the cost for Rosevale Accountants and BrightPay of £8.50 + VAT per employee per month;
3. To approve the cost for Rosevale Accountants and BrightHR of £12.00 + VAT per employee per month;
4. To allocate the cost to budget code 6662 HR Professional Fees.

**59/22/23      TO RECEIVE AN UPDATE ON ROSEVALE ACCOUNTANTS FINANCE SUPPORT AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED:**

1. To continue with the appointment of Rosevale Accountants to undertake the finance handover/support for both the Finance Officer and Finance Assistant posts;
2. To reduce Rosevale Accountants weekly hours from a maximum of 60 hours to a maximum of 30 hours per week from 1<sup>st</sup> October to 31<sup>st</sup> December 2022 at a cost of £26.50 per hour;
3. That the Personnel Committee further review the status at Novembers Personnel Committee meeting.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to the next Policy and Finance Committee to vire £5,151 from budget code 6694 EMF Staff Contingency to 6661 Finance Consultancy Fees to cover the above cost.

60/22/23

**TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Training

The Town Clerk informed Members that the training report is currently being improved to assist Members of the Personnel Committee to identify training needs.

It was **RESOLVED** to note.

Appraisals

Appraisals are being prepared to be reinstated at the earliest opportunity, we hope all to be complete within the next 4 to 8 weeks reporting back at a future Personnel Committee meeting.

It was **RESOLVED** to note.

Resignation / Exit Interview

The Town Clerk reported that the Service Delivery Manager did not wish to partake in the Town Council exit interview.

It was **RESOLVED** to note.

The Town Clerk reported that three Service Delivery General Assistants resigned from the position and undertook the Town Council exit interview.

It was **RESOLVED** to note.

The Town Clerk reported that the Finance Officer completed the Town Council exit interview.

It was **RESOLVED** to note.

Town Council Uniform

It was **RESOLVED** to note the update and that the Town Clerk further investigates.

61/22/23

**TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF  
THE AGENDA.**

None.

**62/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** that the public and press be re-admitted to the meeting.

**63/22/23      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**64/22/23      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Thursday 24 November 2022 at 6.30 pm

Rising at: 8:45pm

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

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

**Personnel Committee - Personnel Budget**  
Saltash Town Council  
For the 5 months ended 31 August 2022

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/S pend YTD 2022/23	Actual Funds Available to Date 2022/23	Precept 2023/24 @ 10.1% CPI	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Personnel Operating Expenditure</b>												
<b>Personnel Expenditure</b>												
6654 ST Staff Welfare	1,313	0	0	1,538	627	911	1,693	last years budget + CPI	1,864	2,053	2,260	2,488
6657 ST SNB Staff Recruitment Advertising	5,254	0	0	6,150	113	6,037	6,771	last years budget + CPI - Benchmark	7,455	8,208	9,037	9,950
6658 ST SNB Miscellaneous Staffing Expenditure	5	0	0	0	0	0	0	Proposed to remove code	0	0	0	0
6660 ST Staff Recognition	0	0	200	0	25	175	200	as previous year - 8 vouchers	220	242	267	294
6662 SNB HR Professional Fees	3,141	0	8,745	2,981	3,679	8,047	10,282	last years budget + CPI - Additional £7,000 precepted	11,321	12,464	13,723	15,109
<b>Total Personnel Expenditure</b>	<b>9,713</b>	<b>0</b>	<b>8,945</b>	<b>10,669</b>	<b>4,443</b>	<b>15,171</b>	<b>18,947</b>		<b>20,860</b>	<b>22,967</b>	<b>25,287</b>	<b>27,841</b>
<b>Total Personnel Operating Expenditure</b>	<b>9,713</b>	<b>0</b>	<b>8,945</b>	<b>10,669</b>	<b>4,443</b>	<b>15,171</b>	<b>18,947</b>		<b>20,860</b>	<b>22,967</b>	<b>25,287</b>	<b>27,841</b>
<b>Total Personnel Operating Surplus/ (Deficit)</b>	<b>(9,713)</b>	<b>0</b>	<b>(8,945)</b>	<b>(10,669)</b>	<b>(4,443)</b>	<b>(15,171)</b>	<b>(18,947)</b>		<b>(20,860)</b>	<b>(22,967)</b>	<b>(25,287)</b>	<b>(27,841)</b>
<b>EMF Personnel Expenditure</b>												
6691 ST EMF Legal Fees (Staffing)	1,215	4,785	0	2,000	0	6,785	7,470	Funds earmarked	0	0	0	0
<b>Total EMF Personnel Expenditure</b>	<b>1,215</b>	<b>4,785</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>6,785</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Personnel Expenditure (Operational &amp; EMF)</b>	<b>10,928</b>	<b>4,785</b>	<b>8,945</b>	<b>12,669</b>	<b>4,443</b>	<b>21,956</b>	<b>18,947</b>		<b>20,860</b>	<b>22,967</b>	<b>25,287</b>	<b>27,841</b>
<b>Total Personnel Budget Surplus/ (Deficit)</b>	<b>(10,928)</b>	<b>(4,785)</b>	<b>(8,945)</b>	<b>(12,669)</b>	<b>(4,443)</b>	<b>(21,956)</b>	<b>(18,947)</b>		<b>(20,860)</b>	<b>(22,967)</b>	<b>(25,287)</b>	<b>(27,841)</b>

Notes

To/From Reserves & Budget Virements 2022/23

1. £200 from General Reserves to 6660 Staff Recognition - Minute No 88/22/23

1. £8,745.22 - £1,200 from General Reserves to 6662 HR Professional Fees to Cover Additional Costs and £2,795.22 and £4,750 from General Reserves to 6662 HR Professional Fees to cover additional costs - Minute No 88/22/23