

## **SALTASH TOWN COUNCIL**

### **Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Thursday 16th November 2023 at 5.45 pm**

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

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

**APOLOGIES:** None.

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#### **66/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **67/23/24 DECLARATIONS OF INTEREST:**

Councillor Miller arrived at the meeting.

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.

The Town Clerk requested she leave the meeting for agenda item 6.

**68/23/24**      **TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 26TH OCTOBER 2023 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 Meeting held on 26<sup>th</sup> October 2023 were confirmed as a true and correct record.

**69/23/24**      **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.

Members in attendance noted the Chairman's statement.

The Town Clerk left the meeting.

**70/23/24**      **TO RECEIVE A COMPLAINT AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Martin, seconded by Councillor Foster and unanimously **RESOLVED** that the Personnel Committee has decided particularly with reference to paragraph 10.1 of the Protocol for Member Officer Relations Policy to not uphold the complaint as there is no justification to take the matter further.

The Town Clerk was invited to return to the meeting.

**71/23/24** **TO RECEIVE THE 2023 LOCAL GOVERNMENT SERVICES PAY AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 7<sup>th</sup> December 2023 to accept and implement the pay award for the year 2023/24 back dated to 1st April 2023 as follows:

1. An increase of £1,925 on all NJC pay points 2 to 43;
2. An increase of 3.88% on all NJC pay points 44 onwards.
3. To note the 2023/24 pay award means the lower NJC pay points now comply with the Real Living Wage threshold of £12ph, no requirement to implement Personnel Committee minute number 59/23/24.

**72/23/24** **TO RECEIVE A REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the Chairman and Town Clerk approved three days compassionate leave for a member of staff.

It was **RESOLVED** to note the remainder of the staffing report received from the Town Clerk.

**73/23/24** **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**74/23/24** **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Thursday 29 February 2024 at 6.30 pm

Rising at: 8.00 pm

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

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