



Saltash Town Council

Konsel An Dre Essa



*The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
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10 November 2023

Dear Councillor

I write to summon you to an **Extraordinary Personnel Committee meeting** to be held at the Guildhall on **Thursday 16th November 2023 at 5.45 pm.**

The meeting is open to members of the public and press up until the Public Bodies (Admission to Meetings) Act 1960.

Yours sincerely,

Councillor S Martin
Chairman of the Personnel Committee

To Councillors:

J Dent J Foster S Martin (Chairman) S Miller J Peggs (Vice-Chairman) B Stoyel	Other members of the Council for information
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Agenda

1. Health and Safety Announcements.
2. Apologies.
3. 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration
4. To receive and approve the minutes of the Personnel Committee held on 26th October 2023 as a true and correct record. (Pages 4 - 12)
5. 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.

Members are reminded that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

Members are to refrain from taking notes in part two confidential session and to refer to the private and confidential reports provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.
6. To receive a complaint and consider any actions.
7. To receive the 2023 Local Government Services Pay Agreement and consider any actions and associated expenditure.
8. To receive a report from the Town Clerk and consider any actions and associated expenditure.
9. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
10. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Thursday 29 February 2024 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 26th October 2023 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk), W Peters (Finance Officer).

APOLOGIES: J Foster.

45/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

46/23/24 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.

47/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 29TH JUNE 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 Committee Meeting held on 29th June 2023 were confirmed as a true and correct record.

48/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

49/23/24 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

50/23/24 TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

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

1. To vire £2,000 from budget code 6691 EMF Legal Fees to 6701 EMF Staff Recruitment to cover associated recruitment fees;
2. To note the budget statement.

51/23/24

TO CONSIDER THE PERSONNEL COMMITTEE PRIORITIES FOR THE NEXT THREE YEARS WORKING WITHIN THE SIX TOWN COUNCIL STRATEGIC PRIORITIES.

Members considered the Personnel strategic priorities to form part of the Town Council's Business Plan Appendix – Activity Plan.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the Personnel Committee priorities as follows:

Boosting Jobs and Economic Prosperity

- To continue to be a good employer and invest in Officer growth by supporting relevant professional development;
- Real Living Wage Employer;
- Local Government Pension Scheme;
- Operate in accordance with our Civility and Respect Pledge;
- Provide a protocol to advise Officers of the appropriate working relations with Members.

Health and Wellbeing

- Provide excellent welfare facilities;
- Provide occupational health assessments as required to support staff at work;
- Robust risk assessments and health surveillance checks available to appropriate officers to protect them at work.

52/23/24

TO RECEIVE HEALTH SURVEILLANCE QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk advised Members under Health and Safety Law that employers are responsible for managing Health and Safety risks to their staff.

The Town Clerk informed Members of the recent Annual Health and Safety Audit advising Saltash Town Council to undertake Health Surveillance tests to evidence safety measures are in place to protect staff at work.

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

1. To appoint Company B to undertake relevant staff Health Surveillance tests in the year 2024-2025 at a cost of £625;
2. To precept accordingly to cover the associated cost allocated to budget code 6654 Staff Welfare.

53/23/24 **TO SET THE PERSONNEL COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer provided an overview of the proposed budget for the year 2024/25 received and contained within the circulated reports pack.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Personnel Committee Budget Statement including amendments for the year 2024/25 to the Extraordinary Policy and Finance Committee meeting to be held on the 31st October 2023, as attached.

The Chairman thanked the Finance Officer for her guidance and support. The Finance Officer left the meeting.

The Chairman confirmed that agenda item 11 is to be received under Part Two - To receive the training budget, report back on training attended and consider training requests and any associated expenditure.

54/23/24 **TO NOTE THE APPOINTMENT OF A SERVICE DELIVERY MANAGER.**

It was **RESOLVED** to note the appointment of a Service Delivery Manager.

55/23/24 **TO NOTE THE APPOINTMENT OF A SERVICE DELIVERY GENERAL ASSISTANT AND RATIFY ANY ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to note the appointment of a Service Delivery General Assistant and ratify the recruitment cost of £3,355.35 allocated against budget code 6701 EMF Staff Recruitment.

56/23/24 **TO RECEIVE THE SERVICE DELIVERY CHRISTMAS HOURS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Miller and **RESOLVED** to approve the Service Delivery Department Christmas hours during the period of 22.12.23 to 01.01.24.

The Personnel Committee thanked the Service Delivery Department for their commitment during the festive period.

57/23/24 **TO REVIEW THE CHRISTMAS PAYROLL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** to approve the change in date for December's payroll from 29th December to 21st December 2023 due to the Christmas shutdown.

58/23/24 **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.

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

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

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to support a member of staff for a period of time in the year 2024 relating to a personal matter only, by:

1. Approving to book annual leave in hours not full or half days;
2. Approving annual leave with less than two weeks' notice, subject to operational needs;
3. Delegating to the line manager to manage the above process and ensure BrightHR software remains accurate at all times;
4. Receiving an update at the next Personnel Committee meeting.

The Town Clerk informed Members of the need to appoint an Occupational Health Assessor.

It was proposed by Councillor Stoyel, seconded by Councillor Martin and **RESOLVED** to ratify the cost of £150 allocated to budget code 6654 Staff Welfare.

The Town Clerk informed Members the Real Living Wage increased by 10% (£12.00 an hour UK) as cost of living continues to hit low paid workers the hardest.

The Town Clerk reminded Members Saltash Town Council is a Real Living Wage Employer therefore needs to be paying staff at least £12.00 an hour. The Living Wage foundation advises that hourly rates are implemented and backdated at the employer's earliest opportunity.

The Town Clerk confirmed there is sufficient staffing contingency budgets to allocate the additional cost.

The Town Clerk further informed Members that scales 7-9 would need to be reviewed and any change implemented due to the impact of the Real Living Wage increase, reporting the outcome at the next Personnel Committee meeting.

It was proposed by Councillor Dent, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to approve the increase of the Real Living Wage (£12.00 an hour) and delegate authority to the Town Clerk to update the relevant salaries and scales reporting back at the next Personnel Committee meeting.

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

60/23/24

TO RECEIVE AND CONSIDER A RECOMMENDATION FROM THE SERVICES COMMITTEE HELD ON 12TH OCTOBER 2023.

Members received the public conveniences recommendation from the Services Committee.

The Town Clerk reported that the Service Delivery staff have been included in the potential outsourcing of the public toilet operations and are in support of the Town Council's resolution to date.

The Town Clerk reported that she recognises the importance of the task remaining within relevant staff job descriptions to cover as required or should the outsourcing not be successful.

It was proposed by Councillor Martin seconded by Councillor Miller and **RESOLVED** to delegate to the Town Clerk to undertake the necessary employment law requirements with relevant staff and work with the Service Delivery Manager to ascertain weekend duties ensuring all Town Council services remain covered, reporting back at a future Personnel Committee meeting.

61/23/24

TO RECEIVE THE ORGANISATIONAL STRUCTURE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members of the need to recruit new positions within the existing Town Council Organisation Structure to be able to continue to support the business of the Town Council and to consider retitling some job titles to better fit the role.

The Town Clerk further informed Members that the Draft Business Plan also highlights the need to expand the existing Town Council Organisation Structure to better support and improve efficiencies across the board.

Members discussed in length potential posts.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to delegate to the Town Clerk to prepare job descriptions, person specifications, and salary grades for potential new posts to be further considered at a future Personnel Committee meeting.

62/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

To receive the training budget, report back on training attended and consider training requests and any associated expenditure

It was **RESOLVED** to note the training budget and training attended.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that the By-Standing Training is not appropriate for front of house staff due to the training aimed at the night-time economy such as pubs, clubs, bars and taxis.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to delegate authority to the Assistant Town Clerk to seek appropriate SharePoint training for relevant staff within this financial year, working within the following budget codes:

6682 Staff Training (Library)
6656 Staff Training (Guildhall/Finance)
6676 Services Delivery Training

It was proposed by Councillor Miller, seconded by Councillor Martin and **RESOLVED** to refuse the City and Guilds Electrical 2365-02 Level 2 Diploma training request.

63/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

64/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

65/23/24 **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: 20:20.

Signed: _____
Chairman

Dated: _____