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SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Friday 12th April 2024 at 6.00 pm

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

ALSO PRESENT: S Burrows (Town Clerk / RFO).

APOLOGIES: J Foster.

1/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/24/25 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.

3/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 29TH FEBRUARY 2024 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 29th February 2024 were confirmed as a true and correct record.

4/24/25 **TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to vire £100 from budget code 6654 Staff Welfare to budget code 6662 Professional Fees due to an overspend.

5/24/25 **TO RECEIVE AND NOTE A REPORT ON ROSEVALE ACCOUNTANTS FINANCE AND PAYROLL SERVICE.**

It was **RESOLVED** to note.

6/24/25 **TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. Training Budget;

It was **RESOLVED** to note.

b. Training Requests.

Chainsaw Training

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

1. Approve the Assistant Service Delivery Manager and one Service Delivery General Assistant to attend the Chainsaw Maintenance, Cross Cutting and Felling to 200mm training at a cost of £625pp allocated to budget code 6676 Service Delivery Staff Training;
2. Note the Service Delivery Manager has delegated authority to spend under the Scheme of Delegation of £1,000 to purchase the appropriate PPE and equipment within budget;
3. Note it is the responsibility of the Service Delivery Manager to ensure robust Risk Assessments and Method Statements are in place to ensure safe working practices at all times;
4. Note it is the responsibility of the Service Delivery staff to adhere to Town Council safe working practices reporting any concerns to the Service Delivery Manager.

Pole Pruner

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to defer to the Personnel Committee meeting to be held on 27th June 2024 pending further information.

PAT Testing

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

1. Approve a Service Delivery General Assistant to attend the PAT Testing training at a cost of £325 allocated to budget code 6676 Service Delivery Staff Training;
2. Note it is the responsibility of the Service Delivery Manager to ensure robust Risk Assessments and Method Statements are in place to ensure safe working practices at all times;
3. Note it is the responsibility of the Service Delivery staff to adhere to Town Council safe working practices reporting any concerns to the Service Delivery Manager.

7/24/25

TO RATIFY THE EASTER PAYROLL PROCESSED ON 28TH MARCH 2024 DUE TO THE BANK HOLIDAY WEEKEND.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to ratify the Easter payroll processed on 28th March 2024 due to the bank holiday weekend falling on the last working Friday of the month.

8/24/25

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Dent 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.

9/24/25

TO RECEIVE A REPORT ON HEALTH SURVEILLANCE ASSESSMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to vire £5,000 from General Reserves to budget code 6654 Staff Welfare due to the outcome of the Health Surveillance Assessments.

10/24/25 **TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the resignation of the Assistant Town Clerk and to wish him well for the future.

The Town Clerk advised Members of the requirement to consider a retitle of role for maximum attraction and to update the job description and person specification in line with the requirements of the role.

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

1. Approve the retitle of Assistant Town Clerk to Office Manager / Assistant to the Town Clerk;
2. Approve the updated job description and person specification for the role (as attached);
3. Advertise with CALC and on Plymouth City Council's recruitment website (both free of charge), Town Council website, notice boards and social media and on Indeed and either NALC or SLCC at a cost, for a period of two weeks commencing at the earliest opportunity;
4. Delegate spend to the Town Clerk up to a maximum of £1,000 to advertise on Indeed and either with NALC or SLCC allocated to budget code 6701 EMF Staff Recruitment ensuring best value at all times;

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

11/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

12/24/25 **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.

13/24/25 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Thursday 27 June 2024 at 6.30 pm

Rising at: 7.45 pm

Signed: _____
Chairman

Dated: _____

Job Description

OFFICE MANAGER / ASSISTANT TO THE TOWN CLERK

Hours: Full Time (37 Hours per week variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings and civic events as required).

NJC scale: 24 - 28 / £33,024 - £36,648

Responsible to: Town Clerk / Responsible Finance Officer.

Purpose of job: To ensure day to day smooth running of the administration department.

To ensure effective communication between the administration department and across other Town Council departments.

To build good, professional working relationships with colleagues, Town Councillors, key stakeholders and members of the public.

To ensure effective spend of the Town Council budgets in line with the Town Council policies, procedures, standing orders, financial regulations and the business plan.

To assist the Town Clerk with Town Council duties and responsibilities on a day to day basis.

To provide comprehensive Committee and Town Council meeting administration and support to the Town Clerk.

Duties:

1. To support the Town Clerk in ensuring best practice is always maintained including reviews of policy, procedures, Standing Orders and Financial Regulations.
2. To maintain in good order all records and documents (Land, Leases, Minutes, Reports, Risk Assessments etc) relating to the Town Council and comply with statutory requirements.
3. To play an active role as a line manager in role modelling the behaviours and core values of the Town Council.

4. To independently line manage the admin staff providing inspiring leadership, guidance and mentoring support including setting quarterly and annual objectives, carrying out 1:1s as required and completing annual performance reviews.
5. Be proactive in identifying opportunities for learning and professional development to ensure continuous improvement.
6. To ensure the day to day smooth running of the Main Office and Reception and that all enquiries are dealt with in a polite and timely manner.
7. To ensure the reception area is well presented and clean and tidy at all times.
8. To assist the Town Clerk with various Town Council duties and responsibilities on a day to day basis.
9. To maintain confidentiality at all times.
10. To be responsible for the preparation of Committee, Sub Committee and Town Council agendas and reports jointly with the Admin Officer, liaising with different departments to ensure correct reports are uploaded and ready for the Town Clerks sign off.
11. To Clerk Planning and Licensing, Burial Authority and Joint Burial Board Committee meetings of the Town Council and in the absence or as directed by the Town Clerk, any other Committee and Town Council meeting.
12. To attend Committee, Sub Committee and Town Council evening meetings to take the minutes jointly with the Admin Officer and cover as required.
13. Action all resolutions and recommendations from Committee, Sub Committee and Town Council meetings in liaison with the Town Clerk.
14. To work with the Admin Team liaising with the Town Clerk to identify ways in which the Town Council can further strengthen its relationships with the community and key stakeholders.
15. To work with the Town Clerk to ensure effective management of health and safety.
16. In the absence of the Town Clerk oversee the maintenance and inspections of Town Council assets including premises and open spaces reporting to Committee and Town Council meetings as required.
17. To be responsible for reviewing all IT equipment and software working within the available budgets liaising with the Town Clerk.

18. To oversee the burial administration service for Churchtown Cemetery, ensure all burial records are maintained reporting to the Town Clerk.
19. To be responsible for obtaining quotes for items relating to the administration department to form part of the budget review process / precept setting.
20. To support the Mayors Secretary with all Mayoral and civic events ensuring sufficient support is in place on the day.
21. To work in collaboration with colleagues across the Town Council departments to ensure effective communication of plans and progress.
22. To be an advocate for the Town Council business plan.
23. To attend management meetings, contributing towards the shared goal of achieving organisational excellence.
24. Contribute to the Town Council business plan for both the implementation of the current plan and progress the development for the town's business plan for the future.
25. To provide cover for staff (where trained to do so) when required and directed by the Town Clerk/RFO.
26. To work in accordance with the Town Council's policies and procedures.
27. To ensure the Town Council is compliant with Data Protection and General Data Protection Regulations.
28. This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.
29. The job description will be reviewed as necessary and may be changed in the light of experience and in consultation with the post-holder.
30. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.

Person specification: Office Manager / Assistant to the Town Clerk

Attribute	Essential	Desirable
Management of people	Line management experience	
Experience	<p>Ability to form constructive relationships with a diverse set of people including colleagues, business representatives, members of the community and Town Council</p> <p>Strong organisational skills</p> <p>Ability to manage self and others for maximum effectiveness</p> <p>Ability to work to strict deadlines, organise and prioritise own workload effectively</p> <p>Demonstrates ability to maintain attention to detail, good analytical skills and the ability to interpret information</p> <p>Administration experience at a senior level</p> <p>Experience being responsible for Human Resources procedures and staff training</p> <p>Knowledge of general office practices and procedures</p>	<p>Purchasing experience</p> <p>Financial management experience including budget management</p>

<p>Skills and knowledge</p>	<p>Experience of taking professional notes, formal minutes and report writing</p> <p>Experience of setting up and maintaining both computerised and manual filing systems</p> <p>Ability to create clear and impactful written material</p> <p>Ability to effectively review and apply existing procedures to a variety of different situations</p> <p>Ability to handle a range of queries on the telephone with a clear and precise manner and also via email and letter, answering and referring on as appropriate</p>	<p>Ability to understand the legal framework in which the Town Council operates</p> <p>Experience of Town Council operations</p> <p>Ability to understand budgets</p>
<p>Communication</p>	<p>Ability to communicate effectively, orally, in writing and electronically</p> <p>Ability to present to diverse audiences</p> <p>Ability to be articulate and sensitive in potentially controversial situations</p> <p>Ability to develop effective relationships with external and internal stakeholder, the general public and statutory bodies</p>	
<p>Personal Qualities</p>	<p>Ability to cope with conflicting demands, deadlines and interruptions. To work to tight deadlines in a methodical manner observing confidentiality at all times.</p> <p>Ability to work under pressure</p>	

	<p>Ability to be diplomatic and tactful</p> <p>Ability to work co-operatively and effectively as part of a team</p> <p>To be approachable and to have good listening skills</p> <p>To maintain the reputation of the Town Council</p>	
Strategic Thinking	Ability to think, plan and work strategically and methodically	
Working Collaboratively	<p>Deliver exceptional customer service – understand and are attentive to the needs of the Town Council and residents</p> <p>Listen to the views of others</p> <p>Support and show consideration for others</p> <p>Work well with colleagues and key stakeholders and acknowledge the different ideas, perspective and backgrounds of others</p> <p>Honest, respectful of others and building relationships of trust</p> <p>Share your achievements and acknowledge the achievements of others</p>	
Technology / IT Skills	<p>Excellent understanding of IT in order to perform office functions and other requirements of the role</p> <p>Professional knowledge of SharePoint and office packages including Word, Excel and Outlook</p>	<p>Previous experience using finance and administration systems</p>

<p>Education and Training</p>	<p>Educated to 4 GCSEs (A-C) or equivalent, including English and Maths, or possesses relevant vocational/professional qualification or demonstrates relevant experience</p> <p>Relevant administration, business and IT qualifications</p> <p>Introduction in Local Council Administration (ILCA) or to be prepared to obtain ILCA within 18 months</p>	<p>A relevant professional qualification, or experience at a senior level in local government</p> <p>Management or supervisory skills training</p>
<p>Other relevant factors</p>	<p>Ability to attend Committee, Sub Committee and Town Council meetings which would require working out of normal office hours (evenings)</p>	<p>Driving licence and vehicle</p>