

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 31st October 2024 at 6.30 pm

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

**ALSO PRESENT:** J Turton (HR Consultant), S Burrows (Town Clerk / RFO), I Bovis (Service Delivery Manager), D Orton (Community Hub Team Leader) and W Peters (Finance Officer).

**APOLOGIES:** S Martin (Chairman).

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#### **33/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **34/24/25 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.

#### **35/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 20 JUNE 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 Peggs, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Personnel Meeting held on 20 June 2024 were confirmed as a true and correct record.

**36/24/25** **TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer briefed Members on the budget statement received and contained within the circulated reports pack.

Councillor Miller joined the meeting.

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

1. To approve to vire £1,800 from budget code ST PF EMF Staff Contingency to 6662 ST PE HR Professional Fees;
2. To approve to vire £7.00 from budget code 6694 ST PF EMF Staff Contingency to 6659 ST PF Town Sergeant and Mace Bearer Fees.

**37/24/25** **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**38/24/25** **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**39/24/25** **TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** to approve the Personnel Committee deliverables and scores for quarter 1 and quarter 2.

40/24/25

**TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. Training Attended;

The Town Clerk briefed Members on the staff training record received and contained within the circulated reports pack, stating that further work is required to bring the recording of training up to date.

It was **RESOLVED** to note.

b. Training Requests;

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

1. To approve the Administration Officer (recently appointed Office Manager / Assistant to the Town Clerk) to undertake her CILCA qualification in the financial year 2025-26 subject to a training agreement being put in place;
2. At a cost of £750 allocated to budget code 6656 Staff Training;
3. To approve additional support for study time outside of the webinar sessions by delegation to the Town Clerk to manage in accordance with the syllabus for the course and Town Council operational needs.

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

1. To approve the Service Delivery Manager to attend the IOSH Managing Safely training at a cost of £625 + VAT allocated to budget code 6676 ST PE Staff Training;
2. To approve a Service Delivery General Assistant to attend the IOSH Working Safely training at a cost of £250 + VAT allocated to budget code 6676 ST PE Staff Training.

It was proposed by Councillor Foster, seconded by Councillor Dent and **RESOLVED** to approve the Assistant Service Delivery Manager to attend the Legionella Risk Assessment and Risk Management training at a cost of £265 + VAT allocated to budget code 6675 Staff Training.

**41/24/25**     **TO NOTE THE APPOINTMENT OF THE DEVELOPMENT AND ENGAGEMENT MANAGER.**

It was **RESOLVED** to note the appointment of the Development and Engagement Manager commencement date 30 September 2024.

**42/24/25**     **TO NOTE THE APPOINTMENT OF THE OFFICE MANAGER / ASSISTANT TO THE TOWN CLERK.**

It was **RESOLVED** to note the appointment of the Officer Manager / Assistant to the Town Clerk commencement date 1 November 2024.

**43/24/25**     **TO RECEIVE STAFF COMPLIMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note staff compliments received and to commend staff for the fantastic work being achieved for the community.

Councillor Foster left the meeting.

**44/24/25**     **TO REVIEW PROVISION FOR FLU AND COVID VACCINES FOR ALL TOWN COUNCIL OFFICERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Foster returned to the meeting.

Members noted there are alternative locations for Officers to have a flu/covid vaccine at a more reasonable price. The report is an example of cost.

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

1. To approve provision for flu and covid vaccines for all Officers, delegated to the line managers to approve reasonable associated cost within budget;
2. To approve back dated expenditure for flu and covid vaccines for the year 2024-25;
3. Allocated to budget code 6654 Staff Welfare.

**45/24/25**      **TO RECEIVE THE NATIONAL JOINT COUNCIL SCALE INCREASE FOR THE YEAR 2024-25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on 7 November 2024 to accept and implement the pay award for the year 2024-25 as follows:

1. An increase of £1,290 on all NJC pay points up to point 43;
2. An increase of 2.5% for all scale points above 43;
3. To be back dated with effect from 1 April 2024;
4. To note the NJC scale increases for the year 2024-25 are above the latest Real Living Wage rate of £12.60 per hour.

**46/24/25**      **TO RECEIVE A REPORT ON THE COMMUNICATION AND ENGAGEMENT OFFICER ROLE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Foster, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024:

1. To approve an additional 12 hours per week for the Communications and Engagement Officer role as per the job description (as attached) together with the Development and Engagement Managers supporting report;
2. To advertise with immediate effect with there being sufficient funds within the 2024-25 budget;
3. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024.

**Please note:** the Communications and Engagement Officer job description and person specification was recommended to Full Council by the Personnel Committee (minute 92/23/24b) where Full Council approved the role into the existing Town Council organisation structure (minute 367/23/24 recommendation 4).

47/24/25

**TO RECEIVE A REPORT ON APPOINTING AN ASSISTANT COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024:

1. To approve the new role, Assistant Community Hub Team Leader into the existing Town Council organisation structure;
2. To approve the job description and person specification (as attached) together with the Community Hub Team Leader's supporting report;
3. To advertise with immediate effect with there being sufficient funds within the 2024-25 budget;
4. To note the role replaces the 30-hour Library and Information Assistant post;
5. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024.

Community Hub Team Leader left the meeting.

48/24/25

**TO RECEIVE A REPORT ON APPOINTING ADDITIONAL SERVICE DELIVERY STAFF AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024:

1. To approve the new, Service Delivery General Assistant into the existing Town Council organisation structure;
2. To approve the job description and person specification (as attached);
3. To advertise from 1 April 2025;
4. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024;
5. To approve the new, part time (afternoon) Administration Assistant into the existing Town Council organisation structure;
6. To approve the job description and person specification (as attached);
7. To advertise from 1 December 2024 with there being sufficient funds within the 2024-25 budget;
8. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024.

The Service Delivery Manager left the meeting.

49/24/25

**TO RECEIVE THE DRAFT EMPLOYEE RECOGNITION SCHEME AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on 7 November 2024 to approve and adopt the draft Employee Recognition Scheme.

50/24/25

**TO SET THE PERSONNEL COMMITTEE BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer briefed Members on the budget for the year 2025/26 received and contained within the circulated reports pack.

Councillor Foster left and returned to the meeting.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Personnel Committee budget statement for the year 2025/26 as attached, to the Policy and Finance Committee meeting to be held on 12 November 2024, inclusive of the following amendments:

Personnel Expenditure

1. To vire unspent funds from budget code 6654 ST PE Staff Welfare to budget code 6691 ST PE Legal Fees & Welfare, subject to there being an unspent balance available at the end of the year;

Staff Training

2. To delete budget code 6678 ST PE Staff Training (Guildhall) as it is no longer required;
3. To vire unspent funds from budget code 6678 ST PE Staff Training (Guildhall) to 6676 ST PE Staff Training (Service Delivery), subject to there being an unspent balance available at the end of the year;

Staff Salaries

4. To remove Guildhall Staffing Costs as it is no longer required;
5. To vire unspent funds from Guildhall Staffing Costs to Services Salaries, subject to there being an unspent balance available at the end of the year;

Personnel EMF Expenditure

6. To rename budget code 6691 ST PE EMF Legal Fees to 6691 ST PE EMF Legal Fees and Staff Welfare;
7. To note Policy and Finance recommended a virement from 6661 ST PF Finance Consultancy Fees of £9,097 to budget code 6694 ST PF EMF Staff Contingency;
8. To vire unspent funds from budget code 6700 ST SE Service Delivery Staff Contingency to budget code 6696 ST GH EMF Guildhall Staff Contingency;
9. To approve the Staff Contingency adjustment of 10% of salary cost.



The Finance Officer left the meeting.

**51/24/25**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

52/24/25

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

The Town Clerk briefed Members on the importance of filling the Administration Officer post at the earliest opportunity.

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to approve the Administration Officer role to be filled on a 6-month temporary basis via a recruitment agency, moving to permanent thereafter, as per the existing Town Council structure, to support the Office Manager / Assistant to the Town Clerk.

It was **RESOLVED** to note the Chairman and Town Clerk approved a day's compassionate leave for a member of staff in line with the Employee Handbook.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to approve a £50 voucher and certification at a Full Council meeting for staff recognition allocated to budget code 6660 ST PE Staff Recognition.

The Town Clerk briefed Members on the potential impact to staff travelling to and home from work during the Saltash tunnel stage 2 project.

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

1. To delegate to the line managers to manage their department appropriately without compromising Town Council operational needs, reporting directly to the Town Clerk on a regular basis;
2. To note; permanent home working is not approved by the Personnel Committee.

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

The Town Clerk informed Members that the meeting is about to exceed 2 ½ hours breaching Standing Orders.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and **RESOLVED** to suspend Standing Orders, Section 3.26, and to continue with the remaining items of business to be discussed on the agenda.

53/24/25

**TO RECEIVE A COLLABORATIVE FLEXIBLE WORKING REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of a collaborative flexible working request received and contained within the reports pack.

The Town Clerk further briefed Members on the Flexible Working Regulations under the Employment Law Bill set by the previous government and the further updated Flexible Working Regulations under the new government to commence 1 April 2025.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to approve the collaborative flexible working request for the Town Council Administration and Finance departments within the Terms of Reference for the Committee as follows:

1. Monday to Thursday 8am to 4pm on a rota basis, managed by the line managers;
2. Friday 9am to 4.30pm;
3. To note; the Town Council gains an additional one-hour support Monday to Thursday from 8am to 9am
4. The Town Clerk to liaise with Human Resources Support Consultancy to ensure the correct employee documents are in place.

The above is subject to **RECOMMENDING** to Full Council to:

1. Approve the amended operational hours of the Town Council from 9am to 5pm to 8am to 5pm Monday to Thursday;
2. Approve the amended operational hours of the Town Council from 9am to 5pm to 9am to 4.30pm on Friday's only;
3. To note face-to-face operational hours remain the same Monday to Friday 10am to 1pm and 2pm to 4pm;
4. To commence at the earliest opportunity.

**54/24/25 TO RECEIVE A REPORT FROM HUMAN RESOURCES SUPPORT CONSULTANCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Judy Turton from Human Resources Support Consultancy joined the meeting via Teams and briefed Members on the Private and Confidential report Members received for consideration.

It was proposed by Councillor Foster, seconded by Councillor Dent and **RESOLVED** to approve Human Resources Support Consultancy recommendations received at this evening's Personnel Committee meeting taken in confidential session.

Judy Turton left the meeting.

**55/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

Nothing to report.

**56/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**57/24/25 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 February 2025 at 6.30 pm

Rising at: 9.55 pm

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

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