

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 31st July 2025 at 6.30 pm

PRESENT: Councillors: J Brady, R Bullock, L Mortimore (Vice-Chairman), J Peggs (Chairman), P Samuels and B Stoyel.

ALSO PRESENT: J Turton (HR Support Consultancy), S Burrows (Town Clerk / RFO)

APOLOGIES: None.

32/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

33/25/26 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.

34/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 29 MAY 2025 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 Mortimore, seconded by Councillor Brady and **RESOLVED** that the minutes of the Personnel Meeting held on 29 May 2025 were confirmed as a true and correct record.

35/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

36/25/26 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

37/25/26 TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

38/25/26 TO RECEIVE A RECOMMENDATION FROM TOWN VISION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the recommendation from Town Vision as detailed in the circulated reports pack and reviewed the Personnel Committee Business Plan Deliverables.

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

1. To add under Strategic Priority 2 'Aim' – Provide excellent welfare facilities – 'Actions' – To consider improvement of Guildhall staff restrooms and changing facilities where feasible;
2. To include an agenda item for the October Personnel Committee meeting to consider potential improvements to the staff restrooms and changing facilities at the Guildhall where feasible;
3. To add under Strategic Priority 2 'Aims' – Provide occupational health assessments as required to support staff at work – add under 'Actions' – To provide mental health first aid training for line managers to attend.

39/25/26 TO NOTE THE APPOINTMENT OF A PLANNING AND GENERAL ADMINISTRATOR.

It was **RESOLVED** to note the appointment of a Planning and General Administrator.

40/25/26 TO NOTE THE RESIGNATION OF THE ADMINISTRATION ASSISTANT FOR THE SERVICE DELIVERY DEPARTMENT.

It was **RESOLVED** to note the resignation of the Administration Assistant for the Service Delivery Department.

41/25/26 TO RECEIVE A REPORT ON THE CASUAL CARETAKER POSITION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the report contained within the circulated reports pack.

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

1. To delegate to the Service Delivery Manager to update the existing Casual Caretaker job description to align the duties and responsibilities of the role for HR Support Consultancy (HRSC) final approval;
2. To delegate to the Service Delivery Manager to work up a person specification to align the skills, qualifications, experience and attributes to perform the role of the Casual Caretaker for HRSC final approval;
3. To work within the budgeted salary of 600-hours per annum;
4. To delegate to the Service Delivery Manager to advertise the role at the earliest opportunity in line with the Town Council Recruitment and Selection process.

42/25/26 TO RECEIVE UPDATED JOB DESCRIPTIONS AND PERSON SPECIFICATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

- a. Cleaner / Caretaker;

It was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED** to approve the updated Cleaner / Caretaker job description to align the duties and responsibilities of the role subject to the SDM further updating the job description working with HRSC for final approval.

b. Administration Assistant – Service Delivery.

It was proposed by Councillor Stoyel, seconded by Councillor Mortimore and **RESOLVED** to approve the updated Administration Assistant job description to align the duties and responsibilities of the role subject to the SDM further updating the job description working with HRSC for final approval.

43/25/26 TO RECEIVE DRAFT JOB DESCRIPTIONS FOR THE TOWN SERGEANT AND MACE BEARER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Brady and **RESOLVED** to approve the job descriptions for the Town Sergeant and Mace Bearer subject to HRSC final approval.

44/25/26 TO RECEIVE A REPORT ON HEALTH CARE INSURANCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the report contained within the circulated reports pack.

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

1. To approve the appointment of Company A to provide health care insurance options for all employees
2. To note that the level of cover will be selected individually by each employee;
3. To note that all associated health care costs will be recharged to the employee via payroll, with no financial impact on Saltash Town Council;
4. To delegate authority to the Finance Officer, in collaboration with HRSC, to ensure that all necessary documentation between Saltash Town Council and the employee is completed;
5. To delegate authority to the Assistant to the Town Clerk, in collaboration with HRSC, to ensure that employee policies and contracts are updated to reflect the inclusion of health care insurance, where applicable;
6. To note that the Finance Officer will schedule this work in a manner that does not compromise the budget or precept-setting process.

45/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL RECRUITMENT AND SELECTION PROCESS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the report contained within the circulated reports pack.

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

1. To approve the outsourcing of the shortlisting stage of all Town Council recruitment processes to HRSC, acting on behalf of the Council, at an hourly rate of £75.00, to be allocated to budget code 6701 EMF Staff Recruitment;
2. To delegate authority to the Assistant to the Town Clerk to update the Recruitment and Selection Policy to reflect the above arrangement;
3. To **RECOMMEND** to Full Council the approval of the amended Recruitment and Selection Policy (as attached).

46/25/26 TO RECEIVE A REPORT ON GDPR COMPLIANCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the report contained within the circulated reports pack.

It was proposed by Councillor Mortimore, seconded by Councillor P Samuels and **RESOLVED** to approve a virement of £1,500 from budget code 6701 EMF Staff Recruitment to budget code 6662 Professional Fees, to fund the appointment of Company A for the delivery of a comprehensive GDPR audit and the provision of ongoing annual Data Protection Officer services.

47/25/26 TO RECEIVE A REPORT ON PORTABLE APPLIANCE TESTING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the report contained within the circulated reports pack.

Members acknowledged that the information provided did not fully address the request made under Minute 83/24/25. However, they considered the matter to be most appropriately managed by the Town Clerk, given her responsibility for overseeing the operations of the Town Council.

It was **RESOLVED** to note.

48/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Mortimore, 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 noted the Chairman's statement.

49/25/26 TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Training Attended;

Nothing to report.

b. Training Requests;

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

1. To approve the Town Clerk's participation in 1:1 Leadership Development training, comprising up to 12 sessions, at a total cost of £1,200;
2. To allocate 50% of the cost to the 2025–26 budget code 6656 Staff Training and the remaining 50% to the 2026–27 budget code 6656 Staff Training;
3. To approve the Town Clerk attending the monthly online training sessions during working hours, from home.

**50/25/26 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To approve the Town Clerk to continue with the arrangements agreed under the confidential session of the Personnel Committee meeting held on 29 May (points 2, 3 and 4), with a progress report to be presented at the Personnel Committee meeting on 30 October;
2. To delegate authority to the Town Clerk to report on the status of Town Council resources at the first in-house Chairman's meeting, with the support of the Personnel Committee Members, Chairman and Deputy Chairman of the Town Council;
3. To note the resignation of the Service Delivery Manager, effective from 19 September 2025;
4. To delegate authority to the Town Clerk to advertise the Service Delivery Manager post at the earliest opportunity, subject to a review of the job description and person specification;
5. To delegate authority to the Town Clerk to manage the transition between the outgoing and incoming Service Delivery Manager, with a private and confidential letter retained for internal audit purposes and the decision recorded in the private and confidential Personnel Committee minutes.

**51/25/26 TO RECEIVE NOMINATIONS FOR THE EMPLOYEE RECOGNITION
SCHEME AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

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

1. To award the Receptionist/Mayors Secretary with the Employee Recognition Scheme for customer service, exceptional effort, being proactive;
2. To purchase a local voucher to the value of £25 allocated to budget code 6660 Staff Recognition;
3. To present a certificate;
4. To promote on social media and display in the reception of the Guildhall subject to staff permission.

52/25/26 TO RECEIVE AN EXIT INTERVIEW AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

53/25/26 TO RECEIVE A REPORT ON TOWN COUNCIL EMPLOYMENT CONTRACTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and **RESOLVED**:

1. To approve the recommended update to the remuneration section of STC employment contract, with immediate effect, as advised by HRSC;
2. To delegate authority to HRSC to provide support for managers in conducting annual staff performance reviews and six-monthly objective reviews.

54/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

55/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

56/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Stoyel, seconded by Councillor Mortimore and **RESOLVED** to issue the following Press and Social Media release:

1. Employee Recognition Award subject to staff permission.

DATE OF NEXT MEETING

Thursday 30 October 2025 at 6.30 pm

Rising at: 8.42 pm

Signed: _____
Chairman

Dated: _____