

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 29th May 2025 at 6.30 pm

PRESENT: Councillors: J Brady, R Bullock, L Mortimore, J Peggs, P Samuels and B Stoyel.

ALSO PRESENT: S Burrows (Town Clerk / RFO), S Davies (HR Support Consultancy).

APOLOGIES: None.

1/25/26 TO ELECT A CHAIRMAN.

Councillor Peggs in the Chair to open the meeting and deliver agenda item 1.

It was proposed by Councillor Stoyel, seconded by Councillor Bullock to nominate Councillor Peggs.

It was proposed by Councillor Brady, seconded by Councillor P Samuels to nominate Councillor Brady.

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor Peggs as Chairman.

Councillor Peggs in the Chair.

2/25/26 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor P Samuels to nominate Councillor Brady, a seconder was not achieved.

It was proposed by Councillor Mortimore, seconded by Councillor Bullock to nominate Councillor Mortimore.

It was proposed by Councillor Stoyel, seconded by Councillor Peggs to nominate Councillor Stoyel.

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor Mortimore as Vice Chairman.

3/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/25/26 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.

5/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 27 MARCH 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 Peggs, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on 27 March 2025 were confirmed as a true and correct record.

6/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

7/25/26 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

8/25/26 TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

Members had no questions.

It was **RESOLVED** to note.

9/25/26 TO RECEIVE A REPORT ON THE LEVEL OF STAFF CONTINGENCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Responsible Finance Officer updated Members on the staffing contingency report received and contained within the circulated reports pack.

Members had no questions.

It was **RESOLVED** to note.

10/25/26 TO REVIEW THE 2025 CHRISTMAS PAYROLL DATE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and **RESOLVED** to approve the adjustment of the December payroll date from the last Friday of the month to 19 December 2025 due to statutory holidays.

11/25/26 TO REVIEW THE PERSONNEL COMMITTEE'S BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Quarter Four for the year 2024/25;

It was **RESOLVED** to note.

b. Quarter One for the year 2025/26.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Town Clerk to review and score quarter one of the Personnel Committee deliverables for the year 2025-26.

12/25/26 TO NOTE THE APPOINTMENT OF A COMMUNITY HUB ASSISTANT.

It was **RESOLVED** to note the appointment of a Community Hub Assistant to Saltash Library Hub on 19 May 2025.

13/25/26 TO NOTE THE RESIGNATION OF THE SENIOR POLICY AND DATA COMPLIANCE MONITORING OFFICER.

It was **RESOLVED** to note the resignation of the Senior Policy and Data Compliance Monitoring Officer as at 30 April 2025.

14/25/26 TO NOTE THE RESIGNATION OF THE COMMUNITY HUB TEAM LEADER.

It was **RESOLVED** to note the Community Hub Team Leaders notice of retirement as at 2 May 2025.

15/25/26 TO NOTE THE RESIGNATION OF THE PLANNING AND GENERAL ADMINISTRATOR.

It was **RESOLVED** to note the Planning and General Administrators notice of retirement as at 31 July 2025.

16/25/26 TO RECEIVE STAFF COMPLIMENTS AND CONSIDER ANY ACTIONS.

Members were delighted to receive positive compliments from members of the public and commented on the quality and professionalism of all the staff at Saltash Town Council.

It was **RESOLVED** to note.

17/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL CHRISTMAS AND NEW YEAR OPERATIONAL HOURS FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council:

1. The Christmas shutdown period to commence at midday on Wednesday 24 December 2025 and reopen on Monday 5 January 2026;
2. Staff are not requested to allocate half-day annual leave on 24

December 2025;

3. Staff to allocate annual leave for the remaining working days during the Christmas period;
4. This will not apply to operational staff who are required to remain on duty during this period by an agreed rota system to carry out essential services only in the town.

18/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL 'SALTASH DAY' FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Mortimore, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Town Council to award all staff a Saltash Day on Friday 2 January 2026 subject to departmental rota's.

19/25/26 TO RECEIVE A REPORT ON THE ROLE OF THE TOWN CRIER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council:

1. Approval of the attached job description for the position of Saltash Town Crier subject to HR Support Consultancy final check to ensure it complies with Employment Law;
2. To delegate to the Development and Engagement Manager working with the Mayor's Secretary to advertise for auditions for the role of Town Crier;
3. To delegate to the Development and Engagement Manager and Mayor's Secretary working with the Mayor of Saltash Town Council and a Town Crier from a neighbouring town to form the audition panel;

4. The associated cost of £25 per event be payable to the Town Crier through payroll allocated to budget code 6659 Town Sergeant and Mace Bearer Fees;
5. To delegate to the Mayor's Secretary to procure Town Council branded livery after the post holder has been in post for 12 months allocated to budget code 6272 Robe and Civic Regalia;
6. To purchase annual membership to the Ancient and Honourable Guild of Town Criers for Saltash Town Crier allocated to budget code 6272 Robe and Civic Regalia.

20/25/26 TO RATIFY THE AMENDED JOB DESCRIPTION AND PERSON SPECIFICATION FOR THE POST COMMUNITY HUB TEAM LEADER.

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** to ratify the amended job description and person specification for the post of Community Hub Team Leader, as attached.

21/25/26 TO RECEIVE DRAFT JOB DESCRIPTIONS FOR THE TOWN SERGEANT AND MACE BEARER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and **RESOLVED** to defer this item to the 31 July 2025 Personnel Committee meeting.

22/25/26 TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:

- a. Safeguarding;
(Pursuant to Extraordinary Personnel Committee meeting held on 19.12.24 minute nr. 63/24/25)

It was proposed by Councillor Brady, seconded by Councillor P Samuels and resolved to **RECOMMEND** the amendments to the Safeguarding Policy, as attached, to Full Council to be held on 5 June 2025.

- b. Recruitment.

It was proposed by Councillor Brady, seconded by Councillor Stoyel

and resolved to **RECOMMEND** the amendments to the Recruitment and Selection Policy, as attached, to Full Council to be held on 5 June 2025.

23/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Bullock, seconded by Councillor Brady 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. Engaging in such conduct may bring the Town Council into disrepute.

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.

Please ensure all CONFIDENTIAL papers are returned to the Town Clerk immediately after this meeting.

24/25/26 TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Training attended;

It was **RESOLVED** to note.

b. Training requests;

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

1. Approve for the Assistant Service Delivery Manager to attend the IOSH Managing Safely refresher course at a cost of £240 allocated to budget code 6676 SE PT Staff Training (Service Delivery);
2. Delegate to the Service Delivery Manager to manage the course booking subject to operational needs.

25/25/26

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

The Town Clerk informed Members of a Larger Councils Working Group forum to discuss strategic matters in our towns, share documents, and support one another in the role of Town Clerk. The first meeting is to be held on 3 June 2025 at Truro City Council.

The Town Clerk further informed Members that she would report from those meetings to the Town Council internal Chairs of Committees Group as appropriate.

It was **RESOLVED** to note.

It was proposed by Councillor Brady, seconded by Councillor Peggs and **RESOLVED** to approve a private and confidential letter to be issued to the Town Clerk due to the confidential nature of the matter (private and confidential letter retained for internal audit check and private and confidential Personnel Committee minutes to record the decision made).

It was **RESOLVED** to note the rest of the Town Clerk's staffing report.

26/25/26

TO RECEIVE A REPORT ON THE STRUCTURE OF THE ADMINISTRATION DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To note that due to the operations of the Town Council, the position of Senior Policy and Data Compliance Monitoring Officer is no longer required;
2. To approve the Finance Officers recommendation to vire £19,977.49 to budget code 6694 P&F EMF Staff Contingency;
3. To delegate to the Office Manager / Assistant to the Town Clerk to outsource and oversee the work relating to GDPR reviews, access and freedom of information requests, obtaining best value, working within budget code 6662 Professional Fees, reporting to the relevant committee;
4. To **RECOMMEND** to Full Council to be held on 5 June 2025 to withdraw the Senior Policy and Data Compliance Monitoring Officer role from the Town Council's organisation structure with immediate effect, liaising with HR Support Consultancy to ensure changes comply with Employment Law.

27/25/26 TO RECEIVE EXIT INTERVIEWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

28/25/26 TO RECEIVE NOMINATIONS FOR THE EMPLOYEE RECOGNITION SCHEME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To award two Community Hub Assistants with the Employee Recognition Scheme for customer service, exceptional effort, being proactive;
2. To purchase a voucher each to the value of £25 allocated to budget code 6660 Staff Recognition;
3. To present certificates;
4. To promote on social media and display in the reception of the Guildhall subject to staff permissions.

29/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

Nothing to report.

30/25/26 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.

31/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 31 July 2025 at 6.30 pm

Rising at: 8.22 pm

Signed: _____
Chairman

Dated: _____