

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of The Personnel Committee held on the Guildhall on Thursday 15th July 2021 at 6.30 pm**

**PRESENT:** Councillors: G Challen, S Martin, S Miller, J Peggs, B Samuels and G Taylor (Chairman).

**ALSO PRESENT:** Cllr P Samuels (Mayor 2021-22), S Burrows (Acting Town Clerk)

### **APOLOGIES:**

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#### **48/21/22     HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **49/21/22     TO ELECT A VICE CHAIRMAN**

It was proposed by Councillor G Challen, seconded by Councillor Peggs and following a vote it was **RESOLVED** to appoint Councillor Martin as Vice Chairman.

#### **50/21/22     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. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

51/21/22

**TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY 14TH JUNE 2021 AND WEDNESDAY 30TH JUNE 2021 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website.

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Meeting held on 14<sup>th</sup> June 2021 were confirmed as a true and correct record.

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Meeting held on 30<sup>th</sup> June 2021 were confirmed as a true and correct record subject to amendment to those present to be changed to reflect Councillor Martin's attendance.

The minutes will be signed upon the return to the Guildhall and made available upon request.

52/21/22

**RECRUITMENT - SERVICE DELIVERY DEPARTMENT.**

The Chairman and Acting Town Clerk updated Members on the current staffing levels for the Service Delivery Department.

The resignation of the Senior Service Delivery General Assistant was **NOTED**.

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** that the post of Senior Service Delivery General Assistant not be replaced and at the earliest opportunity recruit a Service Delivery General Assistant.

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** that the Chairman liaises with the Service Delivery Manager to work up a Service Delivery Staffing Structure Review to be reported at the next Personnel meeting to be held on 27<sup>th</sup> July 2021.

**DATE OF NEXT MEETING**

Tuesday 27 July 2021 at 6.30 pm

Rising at: 8:55 p.m.

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

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