

SALTASH TOWN COUNCIL

Minutes of the Meeting of Personnel Committee held at the Guildhall on Tuesday 27th July 2021 at 6.30 pm

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

ALSO PRESENT: The Mayor Cllr P Samuels, S Burrows (Acting Town Clerk)

APOLOGIES: None.

53/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

54/21/22 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.

55/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON THURSDAY 15TH JULY 2021 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 Taylor, seconded by Councillor Miller and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on Thursday 15th July 2021 were confirmed as a true and correct record.

56/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

57/21/22 BUDGET STATEMENTS:

a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

58/21/22 TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED.

It was **RESOLVED** to note training attended.

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** to approve the Finance Officers ACCA Audit and Assurance Module cost of £200.00 allocated to budget P&F Staff Training.

It was proposed by Councillor Taylor, seconded by Councillor Miller and **RESOVLED** to obtain the full ACCA accountancy training syllabus for Model three reporting back at the next Personnel Committee meeting.

59/21/22 TO CONSIDER AMENDMENTS TO THE TERMS OF REFERENCE.

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to approve the amendments to the Personnel Terms of Reference.

60/21/22 TO CONSIDER THE INVESTORS IN PEOPLE SCHEME.

It was proposed by Councillor G Challen, seconded by Councillor B Samuels and **RESOLVED** to defer the Investors in People Scheme for 12 months and that Councillor Peggs investigates the Local Council Award Scheme for STC.

61/21/22 TO RATIFY THE RECRUITMENT COSTS FOR THE POSITION OF RECEPTIONIST / MAYORS SECRETARY.

It was proposed by Councillor Taylor, seconded by Councillor Miller and **RESOLVED** to ratify the transfer fee for the position of Receptionist / Mayor's Secretary post at a cost of £3,198.30 allocated to budget code Staff Recruitment.

62/21/22 TO RATIFY THE LIBRARY PHASED OPENING OPERATIONAL HOURS.

It was proposed by Councillor Taylor, seconded by Councillor G Challen and **RESOLVED** to ratify the library phased opening operational hours to be reviewed at the end of August 2021.

63/21/22 TO CONSIDER PROVISION FOR FLU JABS FOR ALL OFFICERS.

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** to approve provision for flu jabs for all officers allocated to budget code Staff Welfare.

64/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To resolve 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.

65/21/22 STAFFING:

- a. To consider appointing a SDGA on a temporary basis to cover the departure of the Senior SDGA until the permanent position is filled.

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

1. To appoint a temporary SDGA to cover the shortfall of the departure of the Senior SDGA up until the permanent position is filled.
2. To appoint a qualified temporary SDGA for the works required for that period.
3. To commence on salary point 7.
4. To allocate to budget code Services Staff Contingency.

- b. To review the National Joint Council scales together with the Job Descriptions.

It was proposed by Councillor Taylor, seconded by Councillor Miller and **RESOLVED** to note the National Joint Council scales together with the Job Descriptions and to further review at a future Personnel Meeting.

It was proposed by Councillor Taylor, seconded by Councillor Miller and **RESOLVED** to review STC appraisal system at the next Personnel Meeting.

66/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

The Chairman updated Members on staffing matters.

67/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 28 September 2021 at 6.30 pm

Rising at: 20:05

Signed: _____
Chairman

Dated: _____