

SALTASH TOWN COUNCIL

Minutes of the Meeting of The Personnel Committee held at the Guildhall on Tuesday 28th September 2021 at 6.30 pm

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

ALSO PRESENT: S Burrows (Acting Town Clerk), S Emmett (Finance Officer) and R Enticknap (Service Delivery Manager).

APOLOGIES: J Peggs.

72/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

The Acting Town Clerk advised the Chairman and Vice Chairman and informed Members that this evening's Personnel Committee meeting is to form Part Two following agenda item 8 due to the nature of business to be transacted this evening.

73/21/22 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. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

74/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 27TH JULY 2021 AND THE EXTRAORDINARY PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 26TH AUGUST 2021 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to view a copy at the Guildhall.

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Personnel Meeting held on Tuesday 27th July 2021 were confirmed as a true and correct record.

It was proposed by Councillor Miller, seconded by Councillor Taylor and **RESOLVED** to amend minute 71/21/22 point 8 to include the following sentence:

Members recognised a longer timeframe is required to appoint a permanent Town Clerk/RFO, to consider dividing the roles and determine a suitable job description and person specification.

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on Thursday 26th August 2021 were confirmed as a true and correct record.

75/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

76/21/22 TO RECEIVE, CONSIDER AND RECOMMEND AMENDMENTS TO THE COMMITTEES TERMS OF REFERENCE TO THE NEXT POLICY AND FINANCE MEETING

It was proposed by Councillor Miller, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Council the amendments to the Personnel Committee Terms of Reference.

77/21/22 TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED.

The Acting Town Clerk informed Members there are no new training requests.

It was **RESOLVED** to note.

The Acting Town Clerk reported on authorised staff training by line managers under delegated authority and within budget.

It was **RESOLVED** to note.

78/21/22 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.

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.

The Acting Town Clerk informed Officers attending the meeting that the same rules apply to them.

79/21/22 TO RECEIVE AND CONSIDER A SERVICE DELIVERY STAFFING REPORT.

It was proposed by Councillor G Challen, seconded by Councillor B Samuels and **RESOLVED**:

1. To appoint a permanent Service Delivery General Assistant for the year 2021-22 at 30 hours per week, NJC scale 7–9, commencing on point 7 within the existing budget.
2. To appoint two Casual Caretakers on a zero hour contract, NJC scale 5-6, commencing on point 5 within the existing budget 2021-22 to cover daytime and evening Caretaking duties across all Council premises as and when required.

It was proposed by Councillor Martin, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021:

3. To appoint two Service Delivery General Assistants on annualised hour contracts at 37 hours per week, NJC scale 7–9, commencing on point 7 within budget for the year 2022-23, to cover the heavier workload during the months of March to October with the option to reduce the hours during the months of November to February.

The Service Delivery Manager left the meeting.

80/21/22 BUDGET STATEMENTS:

- a. To receive the current Committee budget statements:

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Committee Meeting to be held on 24th November 2021:

1. To withdraw the Administration / HR Assistant budget line for the year 2021-22.

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Committee Meeting to be held on 24th November 2021:

2. To vire surplus from the Administration / HR Assistant budget 2021-22 of £27,886.46 to budgets P&F Staffing Contingency, salary uplift to the temporary Acting Town Clerk post and the interim Town Clerk post.

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the next Full Council Meeting:

3. A salary uplift to the post Service Delivery Manager from scale 18-23 to 24-28, commencing on point 25 from 1st October 2021 to reflect the duties and responsibilities of the post.

b. To set the Personnel budget for the year 2022/23:

It was proposed by Councillor Taylor, seconded by Councillor Martin and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Committee Meeting to be held on 24th November 2021:

1. To vire surplus from the P&F Staffing budget 2021-22 of £12,895 to the P&F Staff Contingency budget for the year 2022-23 (allocated as per minute number 80/21/22a point 2 above).
2. To vire surplus from the Service Delivery Staffing budget 2021-22 of £24,643 to the Service Delivery Staff Contingency budget for the year 2022-23.

To note; points one and two above will avoid an increase in the Precept for the year 2022-23.

3. To increase the Library Staffing Contingency budget to £15,000 for the year 2022-23.
4. To withdraw the Casual Library Information Assistant budget line for the year 2022-23, there are no available funds to vire from this budget.
5. To increase the Personnel Committee EMF Legal Fees from £6,000 to £8,000 for the year 2022-23.
6. To increase the Personnel Committee Operating Expenditure by 2.5% CPI.
7. To set the Personnel Committee budget (as attached) for the year 2022-23.

It was proposed by Councillor Taylor, seconded by Councillor G Challen and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021:

1. That the Assistant Town Clerk title be designated Deputy Town Clerk and to set the salary scale at 33-36 commencing on point 34 within budget for the year 2022-23 linked with the recruitment of a Town Clerk/RFO post and salary to reflect the role and responsibilities of the post.

The Finance Officer left the meeting.

81/21/22 TO RECEIVE AND CONSIDER THE FULL ACCA ACCOUNTANCY TRAINING SYLLABUS FOR MODULE THREE.

(Pursuant to Personnel held on 27.07.21 minute nr. 58/20/21)

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to refuse a request to fund and support the next stages of the ACCA Accountancy Training due to the modules not entirely tailored to Local Government Working Practices.

82/21/22 TO APPOINT THREE MEMBERS TOGETHER WITH THE ACTING TOWN CLERK TO A RECRUITMENT SUB GROUP.

It was proposed by Councillor G Challen, seconded by Councillor Taylor and **RESOLVED** to hold an Extraordinary Personnel Committee Meeting to consider the job description and person specification for a permanent Town Clerk/RFO post.

83/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

84/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 23 November 2021 at 6.30 pm

Rising at: 8:50pm

Signed: _____
Chairman

Dated: _____