

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Personnel Committee held at the Guildhall on Tuesday 23rd November 2021 at 6.30 pm**

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

**ALSO PRESENT:** S Burrows (Acting Town Clerk).

**APOLOGIES:** J Peggs.

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#### **89/21/22     HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **90/21/22     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.

**91/21/22      TO RECEIVE AND APPROVE THE MINUTES OF THE:**

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

- a. Private and Confidential Extraordinary Personnel Committee held on 26th August 2021 as a true and correct record.

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** that the minutes of the Private and Confidential Extraordinary Personnel Committee meeting held on 26<sup>th</sup> August 2021 were confirmed as a true and correct record.

- b. Personnel Committee held on 28th September 2021 as a true and correct record.

It was proposed by Councillor Taylor, seconded by Councillor Challen and **RESOLVED** that the minutes of the Personnel Committee meeting held on 28<sup>th</sup> September 2021 were confirmed as a true and correct record.

- c. Extraordinary Personnel Committee held on 1st November 2021 as a true and correct record.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** that the minutes of the Extraordinary Personnel Committee meeting held on 1<sup>st</sup> November 2021 were confirmed as a true and correct record.

**92/21/22      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**93/21/22      TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT**

It was **RESOLVED** to note.

**94/21/22      TO CONSIDER TRAINING REQUESTS AND REPORT BACK ON TRAINING ATTENDED.**

The Acting Town Clerk informed Members of staff training for the Service Delivery Department.

It was **RESOLVED** to note that:

1. Three Service Delivery Staff are due to attend ICCM – Cemetery Management and Compliance Course.
2. The cost of the course is £135 per person within budget and line management delegated authority.
3. The cost is to be allocated against budget code 6676 Services Delivery Staff Training.
  - a. ACAS - Essential Skills for Line Managers.

The Acting Town Clerk informed Members of the training syllabus, cost and budget availability.

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to approve:

1. The Admin, Library, Services and Finance line managers to attend the ACAS Essential Skills for Line Managers to be held at the Guildhall on Tuesday 18<sup>th</sup> January 2022.
2. The ACAS day rate of £860 + VAT within budget.
3. Allocation of cost to be divided between budget codes 6676 Services Delivery Staff Training, 6682 Library Staff Training and 6656 P&F Staff Training.

**95/21/22      TO RECEIVE A VERBAL UPDATE ON THE OFFICER SAFEGUARDING POLICY.**

Councillor Martin updated Members on the progress of the draft Officer Safeguarding policy.

It was proposed by Councillor Martin, seconded by Councillor Taylor and **RESOLVED** for the working group to continue to work up the Officer Safeguarding policy presenting the final version at January's Personnel Committee meeting.

**96/21/22      TO RECEIVE A VERBAL UPDATE ON THE LOCAL GOVERNMENT PAY DEAL.**

The Acting Town Clerk informed Members that the Unions rejected the pay deal of 1.75% urging their Members to vote yes for ballot strike action. Closing date for the ballot paper is 12 noon 13<sup>th</sup> December 2021

It was **RESOLVED** to note.

**97/21/22      TO RECEIVE A VERBAL UPDATE ON THE PROPOSED AMENDMENTS TO THE LOCAL GOVERNMENT NJC GREEN BOOK.**

The Acting Town Clerk informed Members of various discussions currently taking place around employment practices and the potential NJC Green Book updates.

It was **RESOLVED** to note.

**98/21/22      TO RECEIVE A DISCLOSURE AND BARRING SERVICE (DBS) REPORT TOGETHER WITH A TEMPLATE FORM AND TO CONSIDER THE OPTIONS AND ANY ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Taylor, seconded by Councillor Miller and **RESOLVED** to adopt:

1. The self-declaration and disclosure form to be completed by employees, volunteers and councillors who hold an Enhanced DBS Certificate on an annual basis.

It was proposed by Councillor Taylor, seconded by Councillor Miller and **RESOLVED** to approve:

1. For an up to date Enhanced DBS Certificate to be applied for every 5 years for employees, volunteers and councillors who hold an Enhanced DBS Certificate.
2. For employees, volunteers and councillors who hold a registered Enhanced DBS Certificate (dated within the past 5 years) are required to complete the self-declaration and disclosure form on an annual basis.
3. The Enhanced DBS application cost of £40 together with the administration fee of £10 within budget allocated to 6657 SNB Staff Recruitment Advertising.

**99/21/22      TO APPROVE THE CHRISTMAS 2021 PAYROLL TO BE PROCESSED ON 17TH DECEMBER 2021 DUE TO THE CHRISTMAS SHUTDOWN PERIOD.**

The Acting Town Clerk informed Members of the earlier than usual payroll for December 2021 due to the Christmas shutdown period.

It was **RESOLVED** to note.

**100/21/22      TO RECEIVE A VERBAL UPDATE ON THE WINTER COVID-19 GUIDANCE.**

The Acting Town Clerk informed Members of the governments Covid-19 autumn and winter plan and changes to the law together with the Town Council Covid-19 departmental risk assessments.

Various discussions took place.

Members agreed sufficient measures are in place across all Town Council departments.

It was **RESOLVED** to note.

The Chairman announced a short break at 19:10.

The Chairman reconvened the meeting at 19:15.

**101/21/22      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Taylor, seconded by Councillor Challen and **RESOLVED** to exclude the public and press due to the nature of the business to be transacted.

The Chairman reminded Members that items discussed are of the strictest confidence and must not be discussed or shared with others.

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.

**102/21/22     TO CONSIDER VARIOUS STAFFING MATTERS.**

Interim Town Clerk:

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to terminate the appointment of the Locum Town Clerk as at 23<sup>rd</sup> December 2021 due to the Town Council's budget and precept work drawing to a close.

Interim Town Clerk 6 month fixed term contract:

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to withdraw the recommendation to advertise for a qualified Town Clerk on a 6 month fixed term contract for a maximum of 30 hours per week and to focus on the recruitment of a permanent Town Clerk/RFO post.

**103/21/22     TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL:**

a. The Town Clerk / RFO job description and person specification.

It was proposed by Councillor Taylor, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 2<sup>nd</sup> December 2021 to approve and adopt the Town Clerk/RFO job description and Person Specification subject to the following amendments to the job description only:

1. Reporting to (page 1): to remove the words 'Chairman of Personnel Committee' and replace with 'The Council'.
2. Administrative Responsibilities (page 5): to include the words 'or delegated as appropriate' following the word 'attendance'.

The Chairman asked the Acting Town Clerk to leave the meeting for the next agenda item.

b. The recruitment process for the position of a Town Clerk / RFO.

It was proposed by Councillor Challen, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 2<sup>nd</sup> December 2021 to approve:

1. To advertise the position of a Town Clerk/RFO.
2. To advertise the post on the SLCC for Local Council Professionals website for a period of 14 days commencing 3<sup>rd</sup> December 2021.
3. To allocate the cost within budget to 6657 Staff Recruitment Advertising.
4. An Extraordinary Personnel Committee meeting to be held on 20<sup>th</sup> December 2021 to short list applications for interview.
5. The anticipated interview process to take place w/c 3<sup>rd</sup> January 2022 (not including Bank Holiday Monday).
6. Personnel Committee Members to interview shortlisted applicants with immediate appointment reporting to Full Council.

The Acting Town Clerk was invited and returned to the meeting. The Chairman informed the Acting Town Clerk of the recommendation to form the minutes.

c. STC organisational structure.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 2<sup>nd</sup> December 2021 to approve and adopt Saltash Town Council Organisational Structure.

**104/21/22     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Challen, seconded by Councillor Taylor and **RESOLVED** to re-admit the public and press to the meeting.

**105/21/22     TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

106/21/22 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES  
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE  
OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 25 January 2022 at 6.30 pm

Rising at: 8.50 pm

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

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