

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Thursday 6th January 2022 at 6.30 pm

PRESENT: Councillors: G Challen, J Dent, S Martin (Chairman), S Miller and J Peggs (Vice-Chairman)

ALSO PRESENT: S Burrows (Acting Town Clerk)

APOLOGIES: None

109/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

110/21/22 TO ELECT A VICE CHAIRMAN

It was proposed by Councillor Miller, seconded by Councillor Martin and **RESOLVED** to appoint Councillor Peggs as Vice Chairman of the Personnel Committee.

111/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 23RD NOVEMBER 2021 AND THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON THURSDAY 16TH DECEMBER 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 Martin, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Committee held on Tuesday 23rd November 2021 were confirmed 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 held on Thursday 16th December 2021 were confirmed as a true and correct record.

112/21/22 TO RECEIVE DOCUMENTS AND CONSIDER THE RECRUITMENT OF A TOWN CLERK / RFO AND ANY ASSOCIATED EXPENDITURE

The Acting Town Clerk advised Members that they may wish to appoint CALC or SLCC to carry out a benchmarking exercise to review the salary of the Town Clerk (Proper Officer) / Responsible Finance Officer (RFO) to establish a range for the post when recruiting.

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to not undertake a benchmarking exercise due to the internal research taken place by the Personnel Committee to establish the range and to review as a whole the salary scales at a future Personnel meeting.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council held on the 13th January 2022 to approve:

1. The advertisement notice for the position of a Town Clerk (Proper Officer) / Responsible Finance Officer (RFO) (as attached)
2. The post to be advertised with SLCC for Local Council Professionals Gold Advert Package to include coverage on SLCC website, social media channels (reaching 73,050) and listed on the bi-weekly news bulletin for a period of one month commencing 14th January 2022 at a cost of £347 + VAT allocated to budget 6657 Staff Recruitment Advertising.
3. The post to be advertised with CALC (free of charge), Town Council website and social media channels, all noticeboards and Plymouth City Councils recruitment website (free of charge) for a period of one month commencing 14th January 2022.
4. Saltash Town Council Line Management Organisational Chart (as attached)
5. The job description for the post of Town Clerk (Proper Officer) / Responsible Finance Officer (RFO) (as attached)
6. The person specification for the post of Town Clerk (Proper Officer) / Responsible Finance Officer (RFO) (as attached)
7. The Personnel Committee to shortlist, undertake interviews, and appoint a successful candidate reporting back to Full Council at a future date.

113/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was proposed by Councillor Peggs, seconded by Councillor Dent 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.

114/21/22 STAFFING MATTERS

The Chairman informed Members that the meeting is heading to exceed 2 ½ hours as per Standing Orders.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to suspend Standing Order Section Two Item 2x and to continue with the remaining items of business to be conducted.

The Acting Town Clerk informed Members of recent staffing matters.

It was **RESOLVED** to note.

The Acting Town Clerk informed Members that a Service Delivery General Assistant (SDGA) submitted his notice of retirement with his last working day being 14th April 2022.

It was **RESOLVED** to note.

The Personnel Committee took the opportunity to thank the SDGA for his service and contributions made to Saltash Town Council during his course of employment and wished him well in his retirement.

The Personnel Committee instructed the Acting Town Clerk to seek HR quotes to enable the Committee to review the possibility of outsourcing HR work.

It was **RESOLVED** to note and that the Acting Town Clerk is to report back at a future meeting.

Councillor Challen left the meeting.

115/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

DATE OF NEXT MEETING

Tuesday 25 January 2022 at 6.30 pm

Rising at: 9.30 pm

Signed: _____
Chairman

Dated: _____