

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Thursday 10th March 2022 at 6.30 pm

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

ALSO PRESENT: S Burrows (Acting Town Clerk), S. Mason County Executive Officer from CALC (part of the meeting).

APOLOGIES: Councillor G Challen.

129/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

130/21/22 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.

131/21/22 TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED.

The Acting Town Clerk informed Members that her Portfolio for the Certificate in Local Council Administration (CiLCA) has passed.

It was **RESOLVED** to note.

132/21/22 TO REVIEW THE LATEST GOVERNMENT COVID-19 UPDATES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Acting Town Clerk reported on the latest Covid-19 Government updates and the potential impact to the Town Council services.

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

1. Members of staff are to continue to self-isolate following a positive Covid-19 test for at least five days;
2. Staff are to take a LFT after day five and continue to follow the guidance until they have received two negative test results on consecutive days;
3. Staff who are in contact with people who test positive are to be mindful of others, if they experience symptoms take a LFT and continue to follow the above guidance;
4. Saltash Town Council purchase LFT for all employees from 1st April 2022 allocating the cost to budget code 6654 Staff Welfare.

133/21/22 TO RECEIVE THE NATIONAL JOINT COUNCIL SCALE INCREASE FOR THE YEAR 2021-22 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to the next Full Council meeting to implement the NJC back pay award of 1.75% for the year 2021-22.

134/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** 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.

Members noted the Chairman's statement.

135/21/22 TO RECEIVE A REPORT TO APPOINT A PERMANENT SERVICE DELIVERY GENERAL ASSISTANT (SDGA) AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED** to approve the next appointable candidate to the Service Delivery General Assistant – Grounds Maintenance post to maintain the staffing levels necessary to efficiently discharge the work of the Service Delivery Department.

136/21/22 STAFFING MATTERS.

The Acting Town Clerk informed Members of a staffing matter.

It was **RESOLVED** to note.

The Acting Town Clerk left the meeting for the next agenda item.

S. Mason County Executive Officer from CALC joined the meeting via the Zoom platform.

137/21/22 TO REVISIT THE TOWN CLERK (PROPER OFFICER) / RESPONSIBLE FINANCE OFFICER RECRUITMENT PROCESS AND CONSIDER ANY FURTHER ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to note that the recruitment of a Town Clerk (Proper Officer) / Responsible Finance Officer (RFO) is being progressed.

S. Mason County Executive Officer from CALC left the meeting.

The Acting Town Clerk was invited and returned to the meeting.

138/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that the public and press be re-admitted to the meeting.

139/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to issue the following Press and Social Media release:

1. Staff Training – Councillor Martin to work up the Press and Social Media release.

DATE OF NEXT MEETING

Tuesday 29 March 2022 at 6.30 pm

Rising at: 8.30 pm

Signed: _____
Chairman

Dated: _____