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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Tuesday 25th 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.

116/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

117/21/22 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.

The Acting Town Clerk informed Members she would be leaving the meeting for agenda item 11.

118/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON THURSDAY 6TH JANUARY 2022 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 Peggs, seconded by Councillor Miller and **RESOLVED** that the minutes of the Personnel Meeting held on Tuesday 6th January 2022 were confirmed as a true and correct record.

119/21/22 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

120/21/22 **TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT.**

It was **RESOLVED** to note.

121/21/22 **TO NOTE TRAINING REQUESTS AUTHORISED BY LINE MANAGERS AND TO REPORT BACK ON TRAINING ATTENDED.**

It was **RESOLVED** to note.

122/21/22 STAFFING:

- a. To revisit the post of Administration / HR Assistant at the request of the Policy and Finance Committee.
(Pursuant to minute nr.124/21/22 P&F held on 24.11.21)

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

1. To revisit the requirement of the post of Administration / HR Assistant upon the appointment of a Town Clerk/RFO.
2. That the Acting Town Clerk continues to seek HR quotes to enable the Committee to review the possibility of outsourcing HR work.

- b. To consider the Christmas shutdown period for the year 2022.

It was proposed by Councillor Miller, seconded by Councillor Martin and **RECOMMENDED** to Full Council that the Christmas shutdown period commences on Friday 23rd December 2022 at 5pm reopening on Tuesday 3rd January 2023 at 9am. This will not apply to operational staff who are required to remain on duty during this period.

- c. To receive an update on the annual appraisals.

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to defer the 2021/22 staff annual appraisals until such time as staffing levels improve allowing sufficient time to conduct all staff appraisals.

Further to this, Members of the Personnel Committee discussed staff salary annual increments subject to satisfactory performance.

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to continue to progress staff annual increments where applicable through the salary scale by one additional salary point, with a further review of annual increments at the next Personnel Committee meeting.

- d. To receive the latest Government directive on officer home working.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to delegate to the Acting Town Clerk to liaise with Officers working from home to agree arrangements to return to the workplace.

123/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, 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.

All Members noted the Chairman's statement.

124/21/22 TO RECEIVE A REPORT FROM THE ACTING TOWN CLERK.

The Acting Town Clerk informed Members of recent staffing matters.

It was **RESOLVED** to note.

The Acting Town Clerk referred to minute number 114/21/22 – submission of a Service Delivery General Assistant notice of retirement with his last working day being 14th April 2022.

The Acting Town Clerk further confirmed the Service Delivery General Assistant's last working day would now be 16th April 2022 to fall in line with pension contributions.

It was **RESOLVED** to note.

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

125/21/22 TO RECEIVE A VERBAL REPORT FROM THE CHAIRMAN OF THE MEMBER PANEL AND AGREE ANY ACTIONS WITH ASSOCIATED EXPENDITURE.

The Chairman gave a verbal update on the work of the Member Panel.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to approve the text of a statement to be made to the next meeting of Full Council including a number of recommendations for the future governance of the Personnel Committee.

The Acting Town Clerk was invited and returned to the meeting. The Chairman informed the Acting Town Clerk of the resolution for the purpose of recording the minutes.

126/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

127/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

128/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 29 March 2022 at 6.30 pm

Rising at: 8:05 pm

Signed: _____
Chairman

Dated: _____