

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Tuesday 29th March 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.

140/21/22 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.

141/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 25TH JANUARY 2022 AND THE EXTRAORDINARY PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 10TH MARCH 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 Martin, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Meeting held on Tuesday 25th January 2022 were confirmed as a true and correct record.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on Thursday 10th March 2022 were confirmed as a true and correct record.

142/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

143/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

144/21/22 TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT.

a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

145/21/22 TO RECEIVE THE CURRENT TRAINING BUDGET, CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED.

It was **RESOLVED** to note the training budget statement and various staff training courses attended.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** that further information be sought relating to available sign language training courses and the requirement at the library.

146/21/22 TO RECEIVE A REPORT ON THE PROVENANCE OF THE 'SALTASH DAY' AWARD AND CONSIDER FUTURE ALLOCATION.

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Council:

1. A Saltash Day be awarded to all staff on Friday 23rd December 2022.
2. The Christmas shutdown period commences on Thursday 22nd December 2022 at 5pm and re-opens on Tuesday 3rd January 2023 at 9am.

This will not apply to operational staff who are required to remain on duty during this period by an on call system.

147/21/22 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL THE FOLLOWING POLICIES:

- a. Local Government Pension Scheme for the year 2022-23.

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to the next Full Council meeting to be held on Thursday 7th April 2022 to approve and adopt the Local Government Pension Scheme for the year 2022-2023.

- b. Staff / Members Relations Policy.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to delegate to the Senior Policy and Data Compliance Monitoring Officer for further works to be undertaken reporting back at a future Personnel Committee meeting.

148/21/22 TO RECEIVE AND CONSIDER APPROVING THE ANNUAL UPDATES TO SALTASH TOWN COUNCIL'S EMPLOYEE HANDBOOK.

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to approve and adopt Moorepay annual updates to reflect legislative changes, binding case precedent and good practices to Saltash Town Council's Employee Handbook.

149/21/22 TO RECEIVE AND CONSIDER APPROVING AN AMENDMENT TO SALTASH TOWN COUNCIL'S TERMS AND CONDITIONS OF EMPLOYMENT.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to approve the amendment to Saltash Town Council's Terms and Conditions of Employment.

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

150/21/22 TOWN CLERK (PROPER OFFICER) / RESPONSIBLE FINANCE OFFICER RECRUITMENT UPDATE.

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 the minutes.

It was **RESOLVED** to note that the recruitment of a Town Clerk (Proper Officer) / Responsible Finance Officer (RFO) is progressing.

151/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

152/21/22 TO RECEIVE A REPORT FOR ADDITIONAL STAFFING HOURS TO SUPPORT THE QUEENS PLATINUM JUBILEE EVENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

(Pursuant to FTC held on 13.01.22 minute nr. 333/21/22)

It was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED** to approve additional staffing hours to support the Queen's Platinum Jubilee Event to be held on Thursday 2nd June 2022.

153/21/22 TO RECEIVE A REPORT ON STAFF ANNUAL INCREMENTAL SALARY POINTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to approve all incremental point progressions for eligible staff for the year 2022-23 from 1st April.

154/21/22 TO RECEIVE A REPORT ON THE END OF YEAR 2021-22 ANNUAL LEAVE AND TOIL RECORDS AND CONSIDER ANY CARRIED FORWARD REQUESTS.

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to note the annual leave and TOIL report and:

1. Approve the Acting Town Clerk to carry forward six days annual leave into the next holiday year due to staff shortage, subject to the six days being used within the first quarter of the next annual leave year.
2. Approve the Acting Town Clerk be paid seven hours of TOIL to avoid a large number of accrued hours due to staff shortage.
3. Other annual leave entitlement over the five day threshold was not authorised.

155/21/22 TO RECEIVE A REPORT TO OUTSOURCE HR WORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

(Pursuant to minute 114/21/22 Personnel meeting held on the 6th January 2022)

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council:

1. To appoint Human Resources Support Consultancy to outsource all HR work on a temporary basis due to staff shortage.
2. The contract to commence with immediate effect, reviewed after three months, termination by either party three months.
3. At a retainer fee of £400 plus VAT per month to undertake on site and remote HR work / support.
4. A virement of £1,440 from general reserves to budget code 6662 HR Professional Fees to cover the initial three month costs.

156/21/22 TO RECEIVE A STAFFING REPORT FROM THE ACTING TOWN CLERK.

The Acting Town Clerk informed Members the Chairman and Vice Chairman approved two separate compassionate days leave for a member of staff.

It was **RESOLVED** to note.

The Acting Town Clerk informed Members the Chairman and Vice Chairman approved one day compassionate leave and up to two days for distant travel for a member of staff.

It was **RESOLVED** to note.

The Acting Town Clerk informed Members she approved one day leave with pay to move house.

It was **RESOLVED** to note.

The Acting Town Clerk informed Members that a member of staff will not be returning to work due to long term sickness.

It was **RESOLVED** to note and to wish the member of staff a speedy recovery.

The Acting Town Clerk informed Members of a staffing matter.

It was **RESOLVED** to note.

The Acting Town Clerk reported the Finance Assistant had submitted a letter of resignation effective from 25th March 2022. Last working day 22nd April 2022.

It was **RESOLVED** to note and to wish the Finance Assistant all the best for the future.

Further to this, Members considered operational staffing requirements.

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

1. To appoint Rosevale Accountants to commence on the 25th April 2022 to undertake various Finance work on a temporary basis in the absence of a Finance Assistant
2. To approve up to 30 hours per week at a cost of £26.50 plus VAT per hour
3. To allocate to budget code 6661 Finance Consultancy Fees.

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 Challen and **RESOLVED** to suspend Standing Order Section Two Item 2x and to continue with the remaining items of business to be conducted.

Members considered advice received from Cornwall Council's Monitoring Officer.

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to the next Policy and Finance meeting:

1. To appoint Cornwall Council to inform identified persistent complainants to only communicate through Cornwall Council's complaints email box or by post.
2. Cornwall Council to forward any related Town Council business direct to Saltash Town Council if relevant to their services
3. Staff and Councillors to block identified persistent complainants emails with immediate effect.

157/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

158/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

159/21/22 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 releases:

1. Staff Training – Councillor Peggs to work up a Press and Social Media release.

DATE OF NEXT MEETING

Thursday 26 May 2022 at 6.30 pm

Rising at: 9.15 pm

Signed: _____
Chairman

Dated: _____