

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 26th May 2022 at 6.30 pm

PRESENT: Councillors: J Dent, J Foster, S Martin (Chairman), S Miller and B Stoyel.

ALSO PRESENT: N Ackerley (HR Support Consultancy) and J Turton (HR Support Consultancy), S Burrows (Town Clerk)

APOLOGIES: Councillor J Peggs (Vice-Chairman).

1/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

The Chairman welcomed the newly elected Councillors Foster and Stoyel to the Personnel Committee.

The Chairman welcomed Nicky and Judy from HR Support Consultancy to this evening's Personnel Committee meeting.

2/22/23 TO ELECT A CHAIRMAN.

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

3/22/23 TO ELECT A VICE CHAIRMAN.

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

4/22/23 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

5/22/23 **TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 29TH 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 Foster and **RESOLVED** that the minutes of the Personnel Meeting held on Tuesday 29th March 2022 were confirmed as a true and correct record.

6/22/23 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

7/22/23 **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.

The Town Clerk asked Members to individually note the Chairmans statement - Members in attendance noted the Chairmans statement.

8/22/23 **TO RECEIVE A VERBAL REPORT FROM HR SUPPORT CONSULTANCY ON THE SERVICE PROVIDED, AN UPDATE ON THE TOWN COUNCIL HR WORK TO DATE, AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

9/22/23 **TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK.**

The Town Clerk reported on the Finance Assistant Exit Interview.

It was **RESOLVED** to note.

The Town Clerk informed Members the appraisal system has been significantly improved, reviews are to be based on behavioral competences relevant to the role of the employee and to be reinstated at the earliest opportunity.

Line managers 1:1 monthly sessions are to be introduced following the appraisals to provide ongoing support.

It was **RESOVLED** to note.

The Town Clerk informed Members of a request to pay an employee an additional 7 hours for unauthorised work.

Councillor Foster left the meeting.

Councillor Foster returned to the meeting.

It was proposed by Councillor Dent, seconded by Councillor Foster and **RESOLVED** to refuse the paid additional unauthorised 7 hours.

Nicky and Judy – HR Support Consultancy left the meeting.

10/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

11/22/23

TO RECEIVE THE TRAINING BUDGET, REPORT BACK ON TRAINING ATTENDED AND CONSIDER TRAINING REQUESTS.

It was **RESOLVED** to note the training budget.

Members received the latest report on staff training.

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

1. Create a new Personnel Committee budget line titled – Staff Recognition;
2. Acknowledge staff exemplary performance and support shown to the Town Council;
3. Award Love 2 Shop vouchers at a value of £25 per recognition;
4. Promote the scheme in the next internal staff newsletter.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to vire £200 from General Reserves to budget code - Staff Recognition.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOVLED** to congratulate the Administration Officer on passing the Introduction to Local Council Administration (ILCA) qualification and award £25 Love 2 Shop vouchers.

Members considered training requests.

Councillor Miller left the meeting.

Councillor Miller returned to the meeting.

It was **RESOLVED** to note Members of the Personnel Committee are to attend Employment Law training held on 29th June 2022 at a cost of £400 allocated to budget code – 6213 Councillor Training.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to approve line management training up to a maximum cost of £400 allocated to budget code - 6656 Staff Training.

It was **RESOVLED** to note that the Town Clerk training schedule remains on hold until sufficient staffing levels improve.

12/22/23 **TO NOTE THE APPOINTMENT OF A TOWN CLERK (PROPER OFFICER) / RESPONSIBLE FINANCE OFFICER (RFO) AND REPORT TO FULL COUNCIL.**

It was **RESOLVED**:

1. To note the appointment of Sinead Burrows to Town Clerk (Proper Officer) / Responsible Finance Officer (RFO), reporting at the next Full Town Council meeting;
2. That the Town Clerk works up a brief article on the role of the Town Clerk / RFO for publication.

The Chairman called a 5 minute break at 20:10

The Chairman commenced the meeting at 20:15

13/22/23 **TO RECEIVE A REPORT ON THE ADMINISTRATION STAFFING LEVELS OF THE TOWN COUNCIL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Foster, seconded by Councillor Stoyel and **RESOLVED** to:

1. Advertise for an Assistant Town Clerk at the earliest opportunity;
2. Set the NJC scale at 29-32;
3. Delegate to the Town Clerk to work up the job description, person specification and advert (recruitment pack);
4. Receive and consider the recruitment pack at an Extraordinary Personnel Committee meeting to be held on 7th June 2022 at 6:30pm.

14/22/23 **TO RECEIVE A REPORT ON THE ADVERTISEMENT FOR THE POSITION OF TWO CASUAL CARETAKERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve delegated authority to the Town Clerk to authorise alternative advertisement avenues deemed appropriate for the position of Casual Caretaker to ensure a wider audience is reached.

15/22/23 **TO RECEIVE A REPORT ON THE TOWN COUNCIL'S HUMAN RESOURCES CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Foster, seconded by Councillor Dent and **RESOLVED** to:

1. Terminate the HR Moorepay contract only (end date 09.12.22) providing sufficient notice (30 days);
2. Delegate to the Town Clerk to ascertain a suitable HR software package to accommodate staff annual leave, sickness absence and TOIL records, reporting back at the next Personnel Committee meeting together with the costings;
3. Continue with the appointment of HR Support Consultancy as the Town Council HR Consultants.

It was proposed by Councillor Foster, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to vire £2,795.22 from General Reserves to budget code 6662 HR Professional Fees to cover the HR consultancy shortfall and to note additional cost for the HR software package is to be received at a future date.

16/22/23 **TO RECEIVE A REPORT ON THE APPOINTMENT OF ROSEVALE ACCOUNTANTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to continue with the appointment of Rosevale Accountants up to August 2022 to carry out the role of the Finance Assistant up to 30 hours per week at a cost of £26.50 + VAT per hour allocated to budget code 6661 Finance Consultancy Fees.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** to Policy and Finance to vire £12,105 from budget code 6694 P&F Staffing Contingency to 6661 P&F Finance Consultancy Fees.

17/22/23 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

18/22/23

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 Dent and **RESOLVED** to issue the following Press and Social Media releases:

1. Staff Training;
2. Recruitment – Casual Caretaker;
3. Appointment of a Town Clerk / RFO.

DATE OF NEXT MEETING

Tuesday 7 June 2022 at 6.30 pm

Rising at: 8.47 pm

Signed: _____
Chairman

Dated: _____