

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 28th July 2022 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk).

APOLOGIES: J Peggs (Vice-Chairman).

25/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to appoint Councillor Dent as the Vice Chairman for this meeting only.

26/22/23 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.

27/22/23 **TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON THURSDAY 26TH MAY 2022 AND THE EXTRAORDINARY PERSONNEL COMMITTEE MEETING HELD ON TUESDAY 7TH JUNE 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 Dent and **RESOLVED** that the minutes of the Personnel Meeting held on Thursday 26th May 2022 were confirmed as a true and correct record.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to amend the Extraordinary Personnel minute 23/22/23 from £29.50 + VAT per hour to £26.50 + VAT per hour relating to Rosevale Accountants hourly rate.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on Tuesday 7th June 2022 were confirmed as a true and correct record.

The Town Clerk informed Members of a further discount for BrightHR from £4.50 per employee per month to £3.75 per employee per month, an annual saving of £198.

Members thanked Rosevale Accountants for obtaining a saving on behalf of the Town Council.

28/22/23 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

29/22/23 **TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT**

It was **RESOLVED** to note.

30/22/23 **TO RECEIVE THE TRAINING BUDGET, REPORT BACK ON TRAINING ATTENDED AND CONSIDER TRAINING REQUESTS AND ANY ASSOCIATED EXPENDITURE.**

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

The Chairman deferred training requests to agenda item 16 later in the meeting.

31/22/23 **TO NOTE THE PERSONNEL COMMITTEE MEMBERS ATTENDED EMPLOYMENT LAW TRAINING IN LINE WITH THE PERSONNEL TERMS OF REFERENCE.**

It was **RESOLVED** to note Councillors Dent, Foster, Martin, Miller, Peggs, Stoyel and the Mayor of Saltash Councillor Bickford attended Employment Law Training held on Thursday 29th June 2022.

Members unanimously agreed future Employment Law Training is to be rolled out for all Members of the Town Council due to their interaction with staff.

32/22/23 **TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL AMENDMENTS TO THE MEMBER/OFFICER RELATIONS POLICY.**

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** the amendments to the Member / Officer Relations Policy to Full Council to be held on Thursday 4th August 2022 as attached.

Members thanked the Senior Policy and Data Compliance Officer for her work in preparing an excellent draft policy.

33/22/23 **TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL AMENDMENTS TO THE RECRUITMENT AND SELECTION POLICY.**

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** the amendments to the Recruitment and Selection Policy to Full Council to be held on Thursday 4th August 2022 as attached.

34/22/23 **TO RECEIVE A VERBAL REPORT ON THE FLU JAB FOR ALL STAFF AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk provided Members a written report.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to approve the provision of flu jabs for all staff.

35/22/23 **TO RECEIVE AND NOTE A REPORT ON THE NJC PAY CLAIM 2022-23.**

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to defer the NJC Pay Claim Deal 2022-23 to the next Personnel Committee meeting to be held on Thursday 29th September 2022.

36/22/23 **TO RECEIVE AND NOTE A REPORT ON COVID-19 - EMPLOYMENT.**

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

1. Note the report.
2. Reaffirm minute 132/21/222 of the Extraordinary Personnel Committee meeting held in March 2022.
3. Delegate to the Town Clerk to continue to support staff.

37/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Martin, seconded by Councillor Foster 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 Chairman's statement - Members in attendance noted the Chairman's statement.

38/22/23

TO RECEIVE A REPORT ON THE RECENT RECRUITMENT PROCESS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Finance Officer and Finance Assistant Posts:

It was **RESOLVED** to note the appointment of:

1. Alex Primmer Finance Officer to Saltash Town Council commencing on 16th August 2022.
2. Kayne Appleby Finance Assistant to Saltash Town Council commencing on 30th August 2022.

Members wished them both every success in their employment at Saltash Town Council.

Assistant Town Clerk Vacant Post:

The Town Clerk updated Members.

It was **RESOLVED** to note the position remains under review.

Casual Caretaker Vacant Post:

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Town Clerk to liaise with other Town/Parish Councils to investigate their recruitment process and further advertise at the University, College, Town Messenger and with the local radio station allocating cost to budget code 6657 Staff Recruitment Advertising.

39/22/23

TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK.

Key Holding – Town Council premises:

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to support the Property Maintenance Sub Committee to review the options to contract out 'key holding' for all Town Council premises.

Service Delivery Manager:

The Town Clerk informed Members of the urgent requirement to appoint a temporary person to carry out the role of the Service Delivery Manager, to ensure the Town Council is compliant and working safely, and to fully support the department and Town Clerk.

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

1. A sub-contractor as recommended by HR Support Consultancy be appointed with immediate effect to undertake the role of the Service Delivery Manager on a temporary basis;
2. The sub-contractor to work a 40 hour week, variable hours over 7 days – Monday to Sunday to manage the operational needs of the department;
3. Termination – 1 weeks' notice either party;
4. The sub-contractor attends relevant Town Council Committee and Sub Committee meetings relating to the work of the Service Delivery Department;
5. A remuneration of £750 per week allocated to budget code – Services Delivery Staffing Costs;
6. The Town Clerk issues terms of the appointment to the sub-contractor for agreement.

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.

Assistant Service Delivery Manager:

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

1. Uplift the Assistant Service Delivery Manager scale to reflect the temporary duties and responsibilities backdated to 26th May 2022 to 31st July 2022 (P&C letter retained for internal auditor check);
2. Review and uplift the Assistant Service Delivery Manager scale to reflect the duties and responsibilities of the post (P&C letter retained for internal auditor check);

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

1. Approve the Assistant Service Delivery Manager City and Guilds 2391 Level 3 Inspection and Testing of Electrical Installations Training request at a cost of £798 + VAT allocated to budget code 6676 Services Delivery Staff Training. A training agreement must be put in place.

Staffing and Operational Matters:

The Town Clerk informed Members of recent staffing and operational matters.

It was **RESOLVED** to note.

40/22/23 **TO RECEIVE ADVICE FROM CORNWALL COUNCIL MONITORING DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to defer to a future meeting.

41/22/23 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

42/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

43/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

44/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 29 September 2022 at 6.30 pm

Rising at: 9.40 pm

Signed: _____
Chairman

Dated: _____