

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Tuesday 24th January 2023 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk)

APOLOGIES: J Foster

92/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

93/22/23 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.

Councillor Miller arrived at the meeting.

94/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 24TH NOVEMBER 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 24th November 2022 were confirmed as a true and correct record.

95/22/23 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

96/22/23 **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

No report.

97/22/23 **TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

98/22/23 **TO RECEIVE A TRAINING REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. The Assistant Service Delivery Manager to attend a two-day operational course with ROSPA on the 3rd and 4th May 2023 at a total cost of £530.00 + VAT;
2. A Service Delivery General Assistant to attend a one-day routine visual inspections course with ROSPA on 5th May 2023 at a total cost of £295.00 + VAT;
3. To allocate the cost to budget Code 6676 Services Delivery Staff Training.

99/22/23 **TO RECEIVE A CORNWALL COUNCIL PENSION REPORT 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 vire £4,612.94 from General Reserves to the following budget codes to meet the new contribution rate:

Committee	Budget 2023/2024	New Contribution Rate	Extra Budget Needed
Burial Board	£3,070.96	£3,202.33	£131.37
Burial Authority	£1,316.12	£1,372.43	£56.31
Library	£20,460.00	£21,335.29	£875.29
P&F	£45,235.81	£47,171.03	£1,935.22
Services	£31,922.99	£33,288.68	£1,365.69
Guildhall	£5,821.68	£6,070.74	£249.06

100/22/23 **TO REVIEW ROSEVALE ACCOUNTANTS FINANCE SUPPORT AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. Continue with the appointment of Rosevale Accountants to work with the Town Clerk covering the work of the Finance Officer, training and year end to a maximum of 30hrs per week;
2. Review the status of the appointment at the March Personnel Committee meeting;
3. To note that the Town Clerk is covering the work of the Finance Officer from 25th January to 26th March 2023 in the absence of Rosevale Accountants.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to vire £6,310 from General Reserves to budget code Finance Consultancy Fees to cover Rosevale Accountants fees for the period of 1st April to 30th June 2023.

Please note; the above recommended budget amount may not be fully utilised due to the works potentially brought back in-house upon appointment and training of a new member of staff.

101/22/23 TO REVIEW ROSEVALE ACCOUNTANTS PAYROLL AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to continue with the appointment of Rosevale Accountants to outsource processing of payroll and to further review at the March Personnel Committee meeting.

102/22/23 TO REVIEW THE FINANCE OFFICER JOB DESCRIPTION AND PERSON SPECIFICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to approve the updated Finance Officer Job Description and Person Specification.

103/22/23 TO REVIEW THE RECRUITMENT TIMELINE FOR THE POSITION OF A FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To approve the recruitment timeline selecting option 3 for both the closing and shortlisting date, however, we reserve the right to interview and appoint before the closing date;
2. To approve outsourcing the recruitment of a Finance Officer to Human Resources Support Consultancy up to interview stage at a maximum cost of £750 + VAT;
3. To advertise the role with Ad Warrior at a cost of £310 + VAT (includes Indeed);
4. To further advertise on the Town Council social media channels, website, notice boards, the Library Hub, Cornwall Association of Local Councils, Plymouth City Council, South Devon Jobs and Indeed CV Database (14 day free trial) all free of charge;
5. To appoint Councillors Martin and Miller together with the Town Clerk and RFO of Callington Town Council to undertake the shortlisting and interviews;
6. To allocate the total cost of £1,060 to budget 6701 EMF Staff Recruitment.

104/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

105/22/23 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the report and that the Town Clerk reported a member of staff was awarded 1.5 days bereavement leave under delegated powers under policy.

106/22/23 TO REVISIT THE BENCH MARKING REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to defer to an Extraordinary meeting of the Personnel Committee.

107/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

108/22/23 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.

109/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

110/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 30 March 2023 at 6.30 pm

Rising at:19:41

Signed: _____
Chairman

Dated: _____