

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 24th November 2022 at 6.30 pm**

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

**ALSO PRESENT:** N Ackerley (HR Support Consultancy), S Burrows (Town Clerk)

**APOLOGIES:** None.

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#### **70/22/23      DECLARATIONS OF INTEREST:**

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

- 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.

#### **71/22/23      TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON THURSDAY 29TH SEPTEMBER 2022 AND THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON FRIDAY 11TH 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 Thursday 29<sup>th</sup> September 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 Friday 11<sup>th</sup> November 2022 were confirmed as a true and correct record.

The Chairman announced the next item to be considered is Agenda Item 15 – Public Bodies Act (Admission to Meetings) Act 1960.

72/22/23

**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 in attendance noted the Chairman's statement.

The Chairman announced the next item to be considered is Agenda Item 18 – To receive a report on the benchmarking exercise and consider any actions and associated expenditure.

73/22/23

**TO RECEIVE A REPORT ON THE BENCH MARKING EXERCISE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to defer the report to the next scheduled Personnel Committee meeting to be held on 25<sup>th</sup> January 2023.

The Chairman announced the next item to be considered is Agenda Item 20 – To receive a report from the Town Clerk and consider any actions and associated expenditure.

**74/22/23      TO RECEIVE A REPORT FROM THE TOWN CLERK AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the advertisement of a Finance Officer in the New Year.

Nicky Ackerley left the meeting.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to approve the Town Clerk working from home when appropriate.

The Town Clerk informed Members of the low recruitment market at present and the need to continue the appointment of the Service Delivery Manager to ensure the Town Council is compliant, working safely, and to fully support the department and Town Clerk.

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

1. To continue the appointment of the sub-contractor to undertake the role of the Service Delivery Manager on a 6 month rolling contract from 1<sup>st</sup> January 2023;
2. A remuneration of £950 per week to commence 1<sup>st</sup> January 2023 allocated to budget code – Services Delivery Staffing Costs;
3. A contract to be drawn up to confirm the details of the agreement and that the sub-contractor covers the Town Council legal cost.

It was **RESOLVED** to note the report.

The Chairman announced the next item to be considered is Agenda Item 16 – To consider any items referred from the main part of the agenda.

**75/22/23      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF  
THE AGENDA.**

None.

**76/22/23      TO RECEIVE AND APPROVE THE PRIVATE AND CONFIDENTIAL MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON FRIDAY 11TH NOVEMBER 2022 AS A TRUE AND CORRECT RECORD.**

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to approve the Private and Confidential minutes of the Extraordinary Personnel Committee held on Friday 11<sup>th</sup> November 2022 as a true and correct record.

The Chairman announced the next item to be considered is Agenda Item 21 – Public Bodies (Admission to Meetings) Act 1960.

**77/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

The Chairman announced the next item to be considered is Agenda Item 4 – To consider Risk Management Reports as may be received.

**78/22/23      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**79/22/23      TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

No report.

**80/22/23      TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**81/22/23      TO NOTE THE APPOINTMENT OF AN ASSISTANT TOWN CLERK.**

It was **RESOLVED** to note the appointment of Ricky Lumley the Assistant Town Clerk to Saltash Town Council.

**82/22/23      TO REPORT BACK ON STAFF PERFORMANCE REVIEWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note that all staff performance reviews had been successfully completed.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to approve all incremental point progressions for eligible staff for the year 2023-24 commencing 1<sup>st</sup> April 2023.

**83/22/23      TO REVIEW THE EMPLOYEE HANDBOOK REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to appoint Human Resources Support Consultancy to ensure the Employee Handbook reflects the Town Council being a dementia friendly employer, reporting back at a future meeting.

**84/22/23      TO REVIEW COVID-19 WORKING PRACTICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Miller and **RESOLVED** to note the report and that:

1. All staff are to follow the Town Council sickness absence procedure should they become unwell to work;
2. Remaining Saltash Town Council LFT are available to all staff as required.

**85/22/23      TO REVIEW ROSEVALE ACCOUNTANTS FINANCE SUPPORT AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To note Rosevale Accountants fee increase from 1<sup>st</sup> January 2023 to £29.00ph;
2. To 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 30hr per week;
3. To note Rosevale Accountants are not available to work for Saltash Town Council from 25<sup>th</sup> January 2023 to 26<sup>th</sup> March 2023;
4. That the Personnel Committee further review the status at January's Personnel Committee meeting.

**86/22/23      TO RECEIVE AND CONSIDER RECOMMENDING TO FULL TOWN COUNCIL THE SAFEGUARDING POLICY.**

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and resolved to **RECOMMEND** adopting the Safeguarding Policy to Full Town Council to be held on Thursday 1<sup>st</sup> December 2022 (as attached).

**87/22/23      TO RECEIVE THE SERVICE DELIVERY CHRISTMAS ROTA AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to approve the Service Delivery Department Christmas rota and duties.

The Personnel Committee thanked the Service Delivery Department for their commitment during the festive period.

**88/22/23      TO REVIEW THE CHRISTMAS PAYROLL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED** to approve the change in date for December's payroll from 30<sup>th</sup> December to 16<sup>th</sup> December 2022 due to the Christmas shutdown.

The Chairman announced the next item to be considered is Agenda Item 19 and that the item is to be received in Part One of the meeting – To receive a report on the NJC Pay Claim Deal 2022-23 and consider any actions and associated expenditure.

**89/22/23      TO RECEIVE A REPORT ON THE NJC PAY CLAIM DEAL 2022-23 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on Thursday 1<sup>st</sup> December 2022 to accept and implement the pay award back dated to 1<sup>st</sup> April 2022 as follows:

1. An increase of £1,925 on all NJC pay points 1 and above;
2. An increase of 4.04% for Fire Wardens;
3. With effect from 1<sup>st</sup> April 2023, an increase of one day to all employees annual leave entitlement;
4. With effect from 1<sup>st</sup> April 2023, the deletion of pay point 1 from the NJC pay spine.

**90/22/23      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**91/22/23      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Thursday 26 January 2023 at 6.30 pm

Rising at: 20:54

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_