

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Monday 17th April 2023 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk)

APOLOGIES: J Peggs (Vice-Chairman) and B Stoyel.

1/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/23/24 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.

The Chairman requested a Vice Chairman be appointed for this meeting only.

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

3/23/24 TO NOTE THE APPOINTMENT OF A SERVICE DELIVERY GENERAL ASSISTANT - GROUNDS MAINTENANCE.

It was **RESOLVED** to note the appointment of a Service Delivery General Assistant to Saltash Town Council to commence on 9th May 2023.

4/23/24 TO RECEIVE AN UPDATE ON THE FINANCE OFFICER VACANT POST 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 uplift the Finance Officer scale to 29-32 to reflect the duties and responsibilities of the role.

It was **RESOLVED** to note there are two candidates who meet the criteria of the role to be interviewed on Tuesday 25th April 2023.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to delegate to the Town Clerk liaising with the interview panel Councillors Martin and Miller to determine the correct scale point on the successful appointment of a candidate.

5/23/24 TO CONSIDER THE RECRUITMENT OF A SERVICE DELIVERY MANAGER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. to uplift the Service Delivery Manager scale to 29-32 to reflect the duties and responsibilities of the role;
2. To vire the 2022-23 surplus staffing available funds (approximately £176k) to be divided between Service Delivery, Burial Authority, Burial Board and Policy and Finance contingency budgets to cover staffing costs for the year 2023-24.

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

1. To advertise for a Service Delivery Manager at the earliest opportunity;
2. To delegate to the Town Clerk to update the job description, person specification and advert (recruitment pack);
3. To advertise the post internally;
4. That the post be advertised with CALC, Indeed, CV Library, Gum Tree, Town Council website, social media channels, all notice boards, and Plymouth City Council recruitment website (all free of charge);
5. To undertake the recruitment in-house.

6/23/24 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.

Members in attendance noted the Chairman's statement.

7/23/24 TO REVIEW THE TEMPORARY SUB-CONTRACTOR AGREEMENT FOR THE ROLE OF THE SERVICE DELIVERY MANAGER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To delegate to the Town Clerk to sign the temporary Sub-Contractor Agreement on behalf of the Town Council upon HR Support Consultancy validation;
2. To approve a remuneration of £950 per week commencing on 1st April 2023 allocated to budget code – Service Delivery Staffing Cost;

8/23/24 TO RECEIVE AND NOTE AN UPDATE ON THE CONSULTATION PROCESS.

It was **RESOLVED** to note.

9/23/24 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To approve a request from a member of staff to bank TOIL up to a maximum of 4 hours per week;
2. To approve no more than a 10 hours balance at any time;
3. To record TOIL hours via BrightHR together with a full description of works undertaken;
4. To delegate to the line manager to oversee.

It was **RESOLVED** to note the remainder of the staffing report from the Town Clerk.

10/23/24 TO REVIEW THE TOWN CLERK / RESPONSIBLE FINANCE OFFICER ROLE AND SALARY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to uplift the Town Clerk / Responsible Finance Officer scale to reflect the duties and responsibilities of the post (P&C letter retained for internal auditor check).

11/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

12/23/24 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.

DATE OF NEXT MEETING

Thursday 29 June 2023 at 6.30 pm

Rising at: 8.58 pm

Signed: _____
Chairman

Dated: _____