# SALTASH TOWN COUNCIL

**Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 30th March 2023 at 6.30 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk), J Turton HR Support Consultancy, Shaun Webber (Service Delivery Manager – part meeting).

**APOLOGIES:** S Martin (Chairman).

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**111/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

In the absence of the Chairman the Vice Chairman Councillor Peggs presided the meeting.

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

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

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

**112/22/23 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.

**113/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 24TH JANUARY 2023 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 Dent, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Personnel Meeting held on Tuesday 24th January 2023 were confirmed as a true and correct record.

**114/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**115/22/23 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

No report.

**116/22/23 TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**117/22/23 TO RECEIVE A REPORT ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. Congratulate the Planning / General Administrator and Receptionist / Mayor's Secretary on passing the Introduction to Local Council Administration qualification and award £25 Love 2 Shop vouchers, allocated to budget code Staff Recognition 2023-24.

2. Ratify the Town Clerk spend of £79 due to the increase in cost for the Assistant Service Delivery Manager to attend the City and Guilds 2391 Level 3 Inspection and Testing of Electrical Installations Training.

   Training is to commence on 6th June and runs one day a week which includes 13th, 20th, 27th June and 4th July 2023.

**118/22/23 TO RECEIVE A REPORT ON STAFF END OF YEAR ANNUAL LEAVE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to note the report and approve the Senior Policy and Data Compliance Monitoring Officer to carry forward 4 days annual leave and 4hrs TOIL to the year 2023-24, subject to the carried days and hours being used before the end of April 2023.

**119/22/23 TO RECEIVE A REPORT ON THE IMPORTANCE OF EYE HEALTH CARE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To sign up to Specsavers Corporate Eyecare Evoucher Scheme for visual display unit (VDU) only, circulating the workplace guide to relevant staff;

2. At a cost of £17 per evoucher;

3. To note the Terms and Conditions minimum order of five evouchers at a cost of £85 validated for 12 months and renewed for a further 12 months if not used within the period specified;

4. Allocate associated cost to budget code 6654 Staff Welfare 2023-24.

**120/22/23 TO REVIEW THE TOWN COUNCIL UNIFORM RESPONSES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. Discontinue Town Council staff uniform for the Administration and Library departments upon the issue of a None Uniform Policy;

2. To appoint HR Support Consultancy to work up a None Uniform policy;

3. The Town Clerk liaising with the Chairman and Vice Chairman to agree the policy to form part of the Employee Handbook;

4. The Administration and Library departments to wear a Town Council lanyard and ID badge at all times whilst working so that members of the public can easily identify Town Council staff.

**121/22/23 TO RECEIVE A REPORT ON THE CYCLE 2 WORK SCHEME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to note the report and that the Town Clerk further investigates other schemes, seek staff opinion, reporting back at a future Personnel Committee meeting.

**122/22/23 TO RECEIVE A RECOMMENDATION FROM THE DEVOLUTION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of recent updates received from Cornwall Council.

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to defer to a future Personnel Committee meeting upon further instruction from the Devolution Sub Committee.

**123/22/23 TO REVIEW THE FINANCE OFFICER VACANT POST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To continue with the appointment of HR Support Consultancy to lead the recruitment process working with recruitment agencies that specialise in finance roles and any other relevant recruitment agency;

2. To continue with the appointment of Rosevale Accountants to work with the Town Clerk to carry out the role of the Finance Officer up to 30 hours per week at a cost of £29 + VAT per hour allocated to budget code Finance Officer Gross Pay;

3. That the Personnel Committee further reviews the position at the next Personnel Committee meeting.

**124/22/23** **TO RATIFY AND REVIEW THE SERVICE DELIVERY GENERAL ASSISTANT JOB ADVERT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To ratify the Service Delivery General Assistant job advert;

2. That three applications have been received and should the candidates meet the criteria, interviews be arranged with immediate effect due to the fast pace recruitment market;

3. To continue advertising the post until a candidate has been appointed.

**125/22/23** **TO REVIEW THE HR CONSULTANCY AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE**

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to approve an increase of 5% to £682.50 per month for HR Services, allocated to budget code 6662 HR Professional Fees.

**126/22/23** **TO REVIEW ROSEVALE ACCOUNTANTS PAYROLL SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

**127/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Foster, 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 noted the Chairman's statement.

**128/22/23 TO RECEIVE A SERVICE DELIVERY WORKING REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to note the report and that a time and motion study be undertaken for a period of two weeks reporting back at a future Personnel Committee meeting.

Service Delivery Manager left the meeting.

**129/22/23** **TO RECEIVE A REPORT FROM HUMAN RESOURCES SUPPORT CONSULTANCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Foster gave his apologies and left the meeting.

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

1. To appoint HR Support Consultancy to undertake the agreed consultation (private and confidential report – option 1) working with the Town Clerk reporting back at a future Personnel Committee meeting;

2. To request the Town Clerk to obtain a copy of the 2022 Green Book and associated cost reporting back at a future Personnel Committee meeting.

HR Administrator left the meeting.

**130/22/23** **TO RECEIVE A LIBRARY WORKING REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Miller and **RESOLVED** to note the requests and:

1. Approve the reduction of working hours for a Library member of staff from 21 hours per week to 19 hours per week to commence on 1st April 2023;

2. Approve the increase of working hours for a Library member of staff from 14 hours per week to 16 hours week to commence on 1st April 2023;

3. HR Support Consultancy to issue an addendum to the members of staff contracts of employment.

**131/22/23** **TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note that the Finance Assistant and Assistant Town Clerk passed their 6 month probation review.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to update the Town Council Line Management Staff Structure and the Assistant Town Clerk job description.

It was **RESOLVED** to note that the Chairman and Vice Chairman approved two compassionate days leave for a member of staff.

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to pay £49 towards a member of staff glasses for VDU wear only allocated to budget code 6654 staff welfare 2023-24.

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

1. The Town Clerk reviews the Sub Contractor agreement reporting back at the next Personnel Committee meeting;

2. A remuneration of £950 per week is to commence upon the agreement being approved by the Personnel Committee and if required signed off by the Town Council solicitor.

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

The Town Clerk left the meeting.

**132/22/23** **TO RECEIVE A VERBAL REPORT FROM THE STAFFING MEMBER PANEL AND AGREE ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

The Town Clerk was invited to return to the meeting.

**133/22/23** **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**134/22/23** **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**135/22/23** **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**136/22/23** **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 June 2023 at 6.30 pm

Rising at: 8.51 pm

Signed: _____
Chairman

Dated: _____