

# Public Document Pack

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 29th June 2023 at 6.30 pm

**PRESENT:** Councillors: J Dent, J Foster, S Martin, S Miller and B Stoyel.

**ALSO PRESENT:** J Turton (HR Support Consultancy), S Burrows (Town Clerk).

**APOLOGIES:** J Peggs

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#### **13/23/24 TO ELECT A CHAIRMAN.**

It was proposed by Councillor Dent, seconded by Councillor Foster to nominate Councillor Martin.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Martin as Chairman.

Councillor Martin in the Chair.

#### **14/23/24 TO ELECT A VICE CHAIRMAN.**

It was proposed by Councillor Martin, seconded by Councillor Dent to nominate Councillor Peggs.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Peggs as Vice Chairman.

#### **15/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**16/23/24      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.

**17/23/24      TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 30TH MARCH 2023 AND THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 17TH APRIL 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 Martin, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Personnel Meeting held on 30<sup>th</sup> March 2023 were confirmed as a true and correct record.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on 17<sup>th</sup> April 2023 were confirmed as a true and correct record.

The Chairman announced the next item to be received is Agenda Item 26 – Public Bodies (Admission to Meetings) Act 1960, followed by all Part Two Agenda Items.

**18/23/24      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.

Members in attendance noted the Chairman's statement.

**19/23/24      TO RECEIVE A MOTION STUDY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**20/23/24      TO RECEIVE A REPORT FROM HUMAN RESOURCES SUPPORT CONSULTANCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** there will be no change to employees annual leave entitlement (P&C letter retained for internal audit check).

Judy HR Support Consultancy left the meeting.

**21/23/24**      **TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of a work experience request to assist with the Town Council's social media accounts and any PR work. They have just completed their degree in journalism at Marjons University and are looking for some experience.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to delegate to the Town Clerk to further investigate the work experience request and pursue if suitable, subject to relevant forms being in place.

It was **RESOLVED** to note the Town Clerk's report.

**22/23/24**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

The Town Clerk advised the Chairman to take Agenda Item 8 as the next item - To consider Health and Safety reports as may be received.

**23/23/24**      **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

It was **RESOLVED** to note.

**24/23/24**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**25/23/24**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**26/23/24** **TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk explained the reason for the need to better present the budget statement to offer further clarity of the expenditure to date and the ability to track expenditure throughout the year highlighting any areas that may be close to an overspend. This also identifies areas that may require further consideration by Members when setting the budget for the following Precept year.

The Town Clerk provided a brief overview of the colour coding system contained within the circulated reports pack:

- Green shows funds are on target as predicted at this point of the financial year;
- Yellow shows where the budget has been utilised more than expected at this point of the financial year;
- Red shows an overspend on the budget for what was expected to be utilised at this point of the financial year.

It was **RESOLVED** to note.

**27/23/24** **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 staff training to date.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting to approve for a Service Delivery General Assistant to undertake the Powered Pole Pruner training at a cost of £240 allocated to budget code 6676 Service Delivery Staff Training.

**28/23/24**      **TO RATIFY SERVICE DELIVERY TRAINING EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting to ratify the below Service Delivery training of £695 allocated to budget code 6676 Service Delivery Staff Training:

1. Brushcutter/Trimmer LANTRA Certificate and card - £220.00
2. Hand Held Hedge Trimmers LANTRA Certificate and card - £220.00
3. Pedestrian and Ride-On Mower LANTRA Certificate and Card - £255.00

Councillor Foster gave his apologies and left the meeting.

**29/23/24**      **TO REVIEW EMPLOYMENT LAW TRAINING FOR MEMBERS OF THE PERSONNEL COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to approve Members of the Personnel Committee, the Chairman of the Town Council and the Town Clerk to attend Employment Law training on Wednesday 26<sup>th</sup> July 2023 delivered by HR Support Consultancy.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** at the next Policy and Finance Committee meeting approval for Employment Law training cost of £450 allocated to budget code 6213 Councillor Training and Expenses.

**30/23/24**      **TO REVIEW EMPLOYMENT LAW TRAINING FOR LINE MANAGERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the Line Managers to attend Employment Law training delivered by HR Support Consultancy at a total cost of £450. The Town Clerk to arrange a suitable training date subject to the appointment of a Service Delivery Manager.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Policy and Finance Committee meeting approval for Employment Law training cost of £270 allocated to budget code P&F Staff Training;

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting approval for Employment Law training cost of £90 allocated to budget code Service Delivery Staff Training;

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Library Sub Committee meeting approval for Employment Law training cost of £90 allocated to budget code Library Staff Training;

**31/23/24**      **TO NOTE THE APPOINTMENT OF A FINANCE OFFICER.**

It was **RESOLVED** to note the appointment of a Finance Officer.

**32/23/24**      **TO RATIFY RECRUITMENT AGENCY COST.**

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to ratify the recruitment agency and HR cost of £6,504.70.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to the Policy and Finance Committee a virement of £6,000 from budget code P&F Staffing Contingency to 6701 Staff Recruitment to cover the above associated cost.

**33/23/24**      **TO NOTE THE DEPARTURE OF A SERVICE DELIVERY GENERAL ASSISTANT.**

It was **RESOLVED** to note the departure of a Service Delivery General Assistant and to wish them all the best for the future.

**34/23/24 TO RECEIVE AN UPDATE ON THE RECRUITMENT OF A SERVICE DELIVERY GENERAL ASSISTANT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk updated Members on the recruitment process and closing date of 7<sup>th</sup> July 2023 at 5pm.

It was **RESOLVED** to note.

**35/23/24 TO RECEIVE AN UPDATE ON THE RECRUITMENT OF A SERVICE DELIVERY MANAGER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members of the shortlisting process. Interviews are to be held on 7<sup>th</sup> July 2023.

It was **RESOLVED** to note.

**36/23/24 TO FURTHER REVIEW THE CYCLE 2 WORK SCHEME REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to not pursue the Cycle 2 Work Scheme due to lack of interest but to direct staff to the Bike Space Devonport - <https://www.bikespace.org.uk/>

**37/23/24 TO REVIEW PROVISION FOR FLU AND COVID JABS FOR ALL TOWN COUNCIL OFFICERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to approve provisions for flu and covid jabs, if appropriate, for all Officers allocated to budget code 6654 Staff Welfare.

**38/23/24 TO RECEIVE A RECOMMENDATION FROM THE DEVOLUTION SUB COMMITTEE AND CONSIDER ANY ACTION OR ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the Service Delivery Manager's report and areas of responsibility at Victoria Gardens under Cornwall Council's Leasehold within the existing staffing levels.

39/23/24

**TO REVIEW ROSEVALE ACCOUNTANTS PAYROLL SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to continue with the temporary appointment of Rosevale Accountants to outsource processing payroll and to further review at the Personnel Committee meeting to be held on 29<sup>th</sup> February 2024 at a cost of £8.50 + VAT per employee per month.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Policy and Finance to vire £1,034 from Staff Contingency to 6305 Finance Software to cover the above associated cost.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to suspend Standing Order 2.V - A meeting shall not exceed a period of 2 ½ hours.

Councillor Martin left the meeting.

40/23/24

**TO REVIEW ROSEVALE ACCOUNTANTS FINANCE SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Martin returned to the meeting.

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

1. To approve the training plan (12 month cycle) delivered by Rosevale Accountants to the Finance Officer up to and including w/c 25<sup>th</sup> March 2024, reporting to the Town Clerk / RFO, (as attached),
2. The Town Clerk to oversee and manage reduction in training hours in accordance with the training plan or earlier,
3. To approve Rosevale Accountants additional 68 hours worked at £29 + VAT per hour totalling £1,972 (as attached);

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to Policy and Finance:

4. To continue with the appointment of Rosevale Accountants up to 30hrs per week at a cost of £29 + VAT per hour up to 31<sup>st</sup> December 2023 and £33 + VAT from 1<sup>st</sup> January 2024, allocated to budget code 6661 P&F Finance Consultancy Fees,
5. To recommend a virement of £21,487 from P&F staff contingency to 6661 P&F Finance Consultancy fees to cover the work of Rosevale Accountants from 1<sup>st</sup> July to 31<sup>st</sup> March 2024 plus additional 68 hours worked.

**41/23/24**      **TO RECEIVE A REPORT ON THE BRIGHT HR CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To approve a 5-year Bright HR contract for absence management, annual leave, and HR needs at a monthly fee of £3.00 + VAT per employee;
2. To allocate to budget code 6662 HR Professional Fees;

It was proposed by Councillor Stoyel, seconded by Councillor Dent and resolved to **RECOMMEND** to Policy and Finance:

3. To vire £2,700 from 6652 Staffing Contingency to 6662 HR Professional Fees, to cover the associated cost (HR Support Consultancy, Bright HR software and Rosevale Accountants processing data).

**42/23/24**      **TO REVIEW THE 'SALTASH DAY' FOR THE YEAR 2023 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. Half a day be awarded to all staff on Friday 22<sup>nd</sup> December 2023, finishing at 12:30;
2. The Christmas shutdown period commences on Friday 22<sup>nd</sup> December 2023 at 12:30 and re-opens on Tuesday 2<sup>nd</sup> January 2024 at 9am.

This will not apply to operational staff who are required to remain on duty during this period by an agreed on call rota system to carry out essential Services in the town.

**43/23/24**      **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**44/23/24**      **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 October 2023 at 6.30 pm

Rising at: 9.20 pm

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

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

**Training Plan - 12 month cycle**

<b><u>Month</u></b>	<b><u>Training subject</u></b>	<b><u>Period of training</u></b>	<b><u>Cost per hour</u></b>	<b><u>Total cost / budget allocation</u></b>
July – August 2023	Ongoing Training covering the running and management of the Finance Department	9 weeks from 1 <sup>st</sup> July 2023 – 30 hours a week on average	£29 + VAT	£7,830 6661 P&F Finance Consultancy Fees
September – December 2023	Precept/Budget Setting – Internal Audit in October 2023	17 weeks from 1 <sup>st</sup> September 2023 – 15 hours a week on average	£29 + VAT	£7,395 6661 P&F Finance Consultancy Fees
Jan – March 2024	Setting Up New Budgets/New Budget Sheets and Preparation for Year End	13 weeks from 1 <sup>st</sup> January 2024 – 10 hours a week on average	£33 + VAT Hourly rate increase	£4,290 6661 P&F Finance Consultancy Fees
	<b><u>TOTAL COST FROM JULY 2023 TO 31<sup>ST</sup> MARCH 2024</u></b>			<b>£19,515</b> <b>2023/2024 Budget Needed</b>

**Additional Services**

Rosevale Accountants offer clients a monthly support service for Software they use (Xero/Zahara) and Complex Accountancy Queries within the software they may have, which in the future you may want to utilise for the Finance Officer. We can provide a quote at a later date if needed.

**To review Rosevale Accountants Finance Service and consider any actions  
and associated expenditure**

**Request for additional working hours:**

The process of finalising the Year End Budget sheets and building the new 2023/2024 Budget Sheets has taken a lot longer than anticipated.

It is an extremely long process on Xero and it has taken a total of 80 hours between us to build ***(This does not include Finalising the Year End, producing the AGAR and Internal audit work, this is purely work on Budget Sheets so this is on top of all the Year End work we have carried out also).***

In this process, I have set up a new Action Sheet for the new Finance Officer to keep track of committee action points/virements etc. I have changed the STC Funds process and record keeping so Virements and Budget movements can be easily tracked. I have also spent time clearing out Xero and Zahara of all the old data that has been left unorganised for years, so Xero is very tidy and all the budget sheets are looking clearer and easier to understand, with nominal descriptions updated and old codes removed from Xero and Zahara.

We have also provided staff with new coding sheets with all the information they need and a new coding table to help them with department coding, which has only been possible because of the tidy up work we have done on Xero. It has been a massive job and I feel it will greatly benefit all members of staff with any Finance tasks they carry out.

With regard to fees, we have completed **68 hours overbudget** and would like to request that this is approved and added to the 6661 ST PF Finance Consultancy Fees budget in view of the amount of work we have carried out for the Town Council (80 hours) in sorting out all the issues above ready for the new Finance Officer. A lot of work has gone into set up for the New Finance Officer also, with a comprehensive training plan, which also has contributed to more hours being completed.

The total cost for this would be **£1,972**, which I would recommend be vired from P&F Staff Contingency.

For your consideration, we complete a full time job (at times 2 full time jobs in the last year) in part time hours for the Town Council and since our appointment in April 2022, we have never requested more than the hours that have been approved. We have had two clean Internal Audit Reports for the last financial year and Rosevale Accountants have helped Finance to be more organised and run more efficiently along with training the new Finance Officer & Finance Assistant

**End of Report**  
**Abbie Browne FMAAT**  
**Rosevale Accountants Ltd**