

# St Austell Town Council



## To: All Members of the Staffing Committee

Dear Councillor

You are summoned to attend a meeting of **the Staffing Committee** to be held on **Friday 5<sup>th</sup> November 2021** at **9am** at The Stable Block, Pondhu House, Penwinnick Road, St Austell, Cornwall, PL25 5DP.

*\*\*Due to the confidential nature of the business to be transacted, Members of the public are entitled to join the meeting for items 1 to 5\*\**

David Pooley  
**Town Clerk**

1<sup>st</sup> November 2021

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## AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interest**

(Purpose: To receive declarations of disclosable pecuniary and other non-registerable interests in respect of items on this agenda).

- 3. Minutes of meeting held on 22<sup>nd</sup> January 2021**

(Purpose: To agree that the minutes of the above meeting be signed as a correct record).

**Pages**  
**1 - 4**

**4. Matters to note**

A verbal update from the Town Clerk on the actions taken since the last meeting.

Note: No decision may be made under this agenda item.

**5. National Pay Negotiations**

(Purpose: To receive an update on the national pay negotiations for the year commencing 1<sup>st</sup> April 2022). (Verbal update).

**6. To consider excluding the press and public.**

*Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified for the following item:*

Items 7-11 are confidential because they contain sensitive staffing information.

**7. Update on staffing matters**

**Pages  
5 - 10**

(Purpose: To receive an update on general staffing matters). (Report attached).

**8. Regeneration Officer**

**Pages  
11 - 34**

(Purpose: To consider the details of the appointment of a Regeneration Officer). (Report attached).

**9. Staff Sickness Absence**

**Pages  
35 - 38**

(Purpose: To provide Members with details of staff sickness absences for the period 1<sup>st</sup> April 2021 to 1<sup>st</sup> November 2021). (Report attached).

**10. Staff Development Reviews**

**Pages  
39 - 58**

(Purpose: To note the latest staff development reviews of the Town Clerk, Deputy Town Clerk and Operations Manager) (Reviews attached).

**11. Date of Next Meeting**

To be confirmed.

**MINUTES of a REMOTE MEETING of the ST AUSTELL TOWN COUNCIL STAFFING COMMITTEE held on FRIDAY 22<sup>nd</sup> JANUARY 2021 at 9.30am**

**Present:**

Councillors: Bull, French, Jones, Lanxon, Palmer and Styles (Chair).

**In attendance:**

David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk).

**S/19/23) Apologies for Absence**

There were no apologies for absence.

**S/19/24) Declarations of Interest**

There were no declarations of interest.

**S/19/25) Minutes of meeting held on the 7<sup>th</sup> August 2020**

It was **RESOLVED** that the minutes of the Staffing Committee held on Friday 7<sup>th</sup> August 2020 should be approved and signed as a correct record.

*\*\*Councillor Bull abstained from voting on this item as she did not have a copy of the minutes to refer to\*\**

**S/19/26) Matters to Note**

Further to minute number **S/19/18** the Clerk advised that the Community Projects Officer and Grounds Maintenance (Waste) posts had both been deleted from the establishment as part of the 2021/22 budget setting round.

**S/19/27) National Pay Negotiations**

The Clerk advised that 2% had been allowed in the budget for the April 2021 pay award. Central Government has expressed the view that there should be no pay award this year but the final decision with regard to this will be made by the Local Government employers in consultation with the Unions. Discussions are still at a very early stage.

**S/19/28) Rural Market Towns Group (RMTC)**

The Clerk advised that he had been invited by the Director of the Rural Services Network to sit on a proposed Officer Steering Group which would be used as a sounding board for opinions on the work of the RMTC and current issues. The meetings would be held virtually and if approved the Clerk would be a South West representative as well as a Town Council representative.

Members felt that having a representative at these meetings would be positive and could be useful for linking up with other towns as long as the position did not impact adversely on the work of the Town Clerk locally.

It was **RESOLVED** that the Town Clerk should sit on the Rural Market Town Group Officer Steering Group.

**S/19/29) To consider excluding the press and public**

It was **RESOLVED** that under Section 1 (ii) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the remainder of the business of the meeting in view of the confidential nature of the business to be transacted.

**S/19/30) Update on Staffing Matters**

*Mayor's Secretary/Administrative Assistant (MSAA)*

The Clerk advised that the role of the MSAA has, over the last couple of years, taken a much broader role in the management of the Town Council's procurement and finances under his supervision and the title of MSAA is not reflective of the role as it has evolved. He added that the postholder has embraced these new responsibilities and has attended, and agreed to continue to attend, on-line financial management training courses to broaden her knowledge and understanding of financial matters. The day to day administration of the Mayor's civic engagements/events will still be carried out by the postholder under the assistance and supervision of the Deputy Town Clerk.

The Clerk recommended that in recognition of the increase in responsibilities the post be re-designated Finance/Administrative Support Officer on spinal column point 7.

*Grounds Maintenance – Foreman*

The Clerk advised that the increase in the number of staff within the grounds maintenance team now requires some strengthening of the management structure to ease the burden of day to day staff supervision for the Operations Manager and recommended that an internal recruitment process is adopted to promote one member of the existing Grounds Maintenance Team to the position of Foreman (or Foreperson).

*Furlough/Coronavirus Job Retention Scheme*

The Clerk updated Members on the current furlough arrangements and payments to date under the Coronavirus Job Retention Scheme.

During discussion, Members stressed the importance of continuous training for all staff.

It was **RESOLVED** to:

1. Note the contents of the report;
2. Appoint a foreman on spinal column point 12 through an internal recruitment process;
3. Redesignate the post of Mayor's Secretary/Administrative Assistant to Finance/Administrative Support Officer on spinal column point 7 with effect from February 2021.

**S/19/31) Staff Sickness Absence**

Members noted a report of staff sickness which demonstrated that the average days lost to sickness per employee was 2.13 days for the period April 2020 to 18<sup>th</sup> January 2021 which is well below the national average.

**S/19/32) Date of Next Meeting**

To be confirmed.

The meeting closed at 10.15am.

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