

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 in the **Stable Block, Pondhu House, Penwinnick Road, St Austell, PL25 5DP** on **Friday 28th June 2019** at **9.00am**.

David Pooley
Town Clerk

24th June 2019

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AGENDA

- 1. Election of Chairman**
- 2. Election of Vice-Chairman**
- 3. Apologies for Absence**
- 4. Declarations of Interest**

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

- 5. Minutes of meeting held on Monday 5th October 2018** **Pages 1 to 4**
(Purpose: To agree that the minutes of the above meeting be signed as a correct record).

6. 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.

7. 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 8-11 are confidential because they contain sensitive staffing information.

8. Staffing Review

**Pages
5 to 12**

(Purpose: To update members on a number of staffing matters and suggest minor changes to the staffing establishment). (Report attached).

9. Staff Development Reviews

**Pages
13 to 34**

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

10. Staff Sickness Absence

**Pages
35 to 38**

(Purpose: To provide Members with details of staff sickness absences for the period 1st April 2018 to 31st March 2019). (Report attached).

11. Pension Fund Discretions

**Pages
39 to 42**

(Purpose: To confirm pension fund discretions). (Report attached).

MINUTES of a MEETING of the ST AUSTELL TOWN COUNCIL STAFFING COMMITTEE held on FRIDAY 5th OCTOBER 2018 at The Stable Block, Pondhu House, Penwinnick Road, St Austell, Cornwall, PL25 5DP at 9.30am.

Present:

Councillors: Bull, French, King, Lanxon and Palmer.

In attendance:

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

S/18/23) Apologies for Absence

Apologies for absence were received from Councillor Jones.

S/18/24) Declarations of Interest

None.

S/18/25) Minutes of meeting held on the 19th July 2018

It was **RESOLVED** that the minutes of the Staffing Committee held on 19th July 2018 should be approved and signed as a correct record.

S/18/26) Matters to Note

The Clerk advised that further to minute number **S/18/08**, Janine Sargent has been appointed as the Town Council's Community and Projects Officer and started her six-month probationary period with effect from 4th October 2018.

S/18/27) 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/18/28) Grounds Maintenance Staff

The Clerk advised that the July Staffing Committee meeting had resolved that the salaries of postholders 17 and 18 should be reviewed later in the year. He drew Members' attention to the confidential report which outlined their progress to date including completed training, future training plans and a general willingness to progress within the team. The Clerk explained the current pay grades and new pay grades that are due to come in to effect in April 2019 and the effect that this would have on the staffing budgets.

Members praised the performance and progress to date of both employees and felt that postholders 17 and 18 should be rewarded accordingly.

It was **RESOLVED** that:

1. Postholder 17 be re-graded from spinal column point 13 to spinal column point 15 with effect from 1st October 2018 and then transferred automatically to spinal column point 5 with effect from 1st April 2019; and
2. Postholder 18 should receive a pay increase from £6.32 per hour to £7 per hour with effect from 1st October 2018.

S/18/29) Library staff Alignment

The Clerk explained that the eight library staff were transferred to the Town Council from Cornwall Council in September 2017 under TUPE which had resulted in their terms and conditions differing slightly to those of the other Town Council staff.

Members noted that currently, the library staff salary grades do not equate to the spinal points approved by the National Employer for Local Services and they receive one day's leave more than the other staff employed by the Town Council (based upon a full-time equivalent entitlement).

Members considered the various options for aligning the library staff to the National Employer for Local Services Pay Grades and the costs involved, particularly taking into consideration the new spinal column points due to take effect in April 2019. It was agreed that if the extra day's holiday was taken away from the library staff to be in line with the other Town Council staff, compensation by way of an appropriate salary increase would need to be considered.

It was **RESOLVED** that:

1. The Town Clerk be authorised to consult staff and, subject to agreement, apply the following changes;
1. Postholder 15 be re-graded to spinal column point 25 with effect from 1st January 2019 and then transferred automatically to spinal column point 17 with effect from 1st April 2019;
2. Postholders 9, 10, 11, 12, 13, 14, 16 be re-graded to spinal column point 16 with effect from 1st January 2019 and then transferred automatically to spinal column point 6 with effect from 1st April 2019;
3. All Library staff have their holiday entitlement reduced by one day per annum (pro rata for part time working).

S/18/30) Operations Manager – Health and Safety Training

The Clerk explained that the Operations Manager, as part of his personal development and to support his role as the Town Council's Health and Safety lead has asked to be allowed to undertake a Level 6 Diploma in Health and Safety at a cost of £1500. The course is likely to take 12-18 weeks and would be undertaken on a distance learning basis.

Members praised the performance of the Operations Manager and his excellent progress to date and felt that he should be permitted to undertake this training.

It was **RESOLVED** that:

1. The Operations Manager be authorised to study for a Level 6 Diploma in Health and Safety, subject to a repayment clause if the officer leaves the Council's employment within 2 years of completion of the qualification.

The meeting closed at 10.15am.

