



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Personnel Committee held on Thursday 8th June 2023 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor G J Davis (Town Mayor) (Chairman), Councillor Mrs. J M Martin (Deputy Town Mayor), Councillors Mrs. K Brownhill, Councillor Miss R A Evans BEM, M G Spurling, J Tivnan BEM and the Town Clerk & RFO (Clerk).

	ACTION
<p>1-23Pers Apologies for absence None.</p>	
<p>2-23Pers Declarations of Interest relating to items on the Agenda None.</p>	
<p>3-23Pers Minutes of the previous meeting It was resolved that the minutes of the Personnel Committee meeting held on Thursday 9th March 2023 were taken as read and signed by the Chairman.</p>	
<p>4-23Pers Council Staffing a) Council Staffing Report: - The Clerk gave a verbal update on the council staffing which included: -</p> <p>Organisational structure and design</p> <ul style="list-style-type: none"> ➤ With the recent resignation and subsequent departure of Paul Smythe, Community Hub and Library Development Manager, following a successful recruitment and interview process, Jessica Hiron has been appointed to the position and her start date is Monday 19th June 2023. <p>Staff Training confirmed</p> <ul style="list-style-type: none"> ➤ The Operations Manager has started CiLCA – Certificate in Local Council Administration qualification, unfortunately there has been a delay with the start, due to the CALC County Executive Office absence. ➤ Personnel discussed. <p>Staff Training being planned</p> <ul style="list-style-type: none"> ➤ Two Caretakers to undertake LANTRA Traffic Management for Community Events qualification, as one employees qualification expires in September. ➤ Practical use of Fire equipment training for all staff is being looked into by the Operations Manager. ➤ The Community Hub and Library Support Assistant who is undertaking the 'Orange Button' qualification, awarded by Cornwall Council, starts at the end of July. ➤ Training log viewed on screen. Suggestions for training for the Town Council Support Officer were put. ➤ Equality, Diversity and Inclusion training, Clerk to source training providers and costs, first with CALC, all Members will be encouraged to attend and the training will be mandatory for all staff. 	Clerk

Performance Reviews

- Will restart performance reviews in September for all staff.

Policies and Other

- DBS checks to be continued for library staff.
- Real Living Wage, the information, as previously circulated and copied below regarding the Real Living Wage was considered; the Deputy Town Mayor (Councillor Mrs. J M Martin) explained the financial implications to the council, highlighting that the current Real Living Wage is £10.90 per hour across the UK.

Following discussion, in order for Torpoint Town Council to become an accredited Real Living Wage employer, it is **recommended** to :

- Increase the spinal point range for the Facilities Operative employee from 1-3, to 4-6 from 1st July 2023.
- The Town Council signs up to the accredited living wage employers list.

POST	Current NJC* Spinal Point	Proposed Spinal Point Scale
Town Clerk & RFO	37-43	37-43
Operations Manager	18-23	18-23
Community Hub and Library Development Manager	16-23	16-23
Town Council Support Officer	7-12	7-12
Caretaker & Enforcement Officer	4-6	4-6
Library & Information Services Assistant	4-6	
Facilities Operative	1-3	

For budget setting (for 2024-2025) a review of salary spinal point scales will be undertaken.

5-23Pers Policies Reviewed by this Committee

- Review Terms of Reference Personnel Committee: -
Members considered the Terms of Reference for the Personnel Committee, as previously circulated, with the changes made to the Standing Order reference number, it is **recommended** to adopt the Terms of Reference for the Personnel Committee.
- Disability Employment Policy: -
Members considered the Disability Employment Policy, as previously circulated, with an amended renewal period of two years, it is **recommended** to adopt the Disability Employment Policy.
- Employer's Pension Discretion Policy: -
Members considered the Pension Discretion Policy, as previously circulated, with an amended renewal period of two years, it is **recommended** to adopt the Pension Discretion Policy.
- Pay and Conditions Policy: -
Members considered the Pay and Conditions Policy, as previously circulated, with the addition of a statement about being a Real Living Wage employer, with amendments to the spinal points at Appendix 1 with effect from 1st July 2023, it is **recommended** to adopt the Pay and Conditions Policy.

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<p>e) Whistleblowing Policy: - Members considered the Whistleblowing Policy, as previously circulated, with an amended renewal period of two years, it is recommended to adopt the Whistleblowing Policy.</p>	<p>Council Clerk</p>
<p>6-23Pers To consider the Council Business Risk Management a) Budget Variance – Committee Responsibilities: - The March 2023 Budget Variance, as previously circulated was considered, the Clerk re-iterated the end-of-year overspend on the salaries budget, as a result of the approved pay offer. b) To consider delegating authority for authorisation of personnel expenditure: - Following an explanation by the Clerk, the Chairman (Councillor G J Davis) made the proposal, this was seconded by Councillor M G Spurling, it is recommended to delegate to the Clerk, an annual spending amount of £200.00, from Members expenses cost centre, for the purpose of staff reward and recognition.</p>	<p>Council</p>
<p>7-23Pers Items Referred to this Committee None.</p>	
<p>8-23Pers Correspondence a) UNISON intends to hold a ballot for industrial action for all workers for the rates of pay for 2023/2024: - Noted. b) SLCC Local Council Clerk Week: 10 – 14 July 2023 (new initiative) (draft press release as circulated): - Members’ are happy to support this new initiative, celebrating Local Council Clerk week. c) Being a good Chair – CALC Face-to-face training session: - Noted.</p>	<p>Clerk</p>
<p>9-23Pers Climate Emergency Action Plan a) The Clerk explained three Councillors have recently met to review the Climate Emergency Action Plan, therefore updates and actions will be forthcoming from the review.</p>	
<p>10-23Pers Date of next meeting Thursday 14th September 2023, the Deputy Town Mayor (Councillor Mrs. J M Martin) submitted her apologies in advance for the meeting.</p>	
<p>11-23Pers Any Business that has been disclosed to the Chairman and members prior to the meeting.</p> <ul style="list-style-type: none"> ➤ The Chairman (Councillor G J Davis), explained his plan to hold and support a number of events, with the aim to bring the community together, to raise awareness and support for the All-weather pitch and to raise money for the Mayor’s Charities. With this in mind he is planning to hold an informal drop in, ‘Meet the Mayor, plus Councillors and Cornwall Councillors’ event on Saturday 17th June, at Torpoint Library and Community Hub, from 9.30am to 11.30am. All Councillors are invited to attend and support. ➤ On Monday 26th June, from 6.00pm in the Committee Room, the Chairman (Councillor G J Davis) is hosting children from Torpoint AFC Juniors, to a mock-up council meeting, all Councillors present volunteered to support this mock-up meeting. 	
<p>Meeting closed at 7.47pm _____ Chairman</p>	