



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Personnel Committee held on Thursday 7<sup>th</sup> September 2023 at 8.27pm 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, M G Spurling, J Tivnan BEM and the Town Clerk & RFO (Clerk).

	<b>ACTION</b>
<p><b>12-23Pers Suspension of Standing Orders</b> Due to the Personnel Committee meeting starting later than advertised, it is <b>resolved</b> to suspend standing orders until commencement of the meeting, at 8.27pm.</p>	
<p><b>13-23Pers Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor Miss R A Evans BEM .</p>	
<p><b>14-23Pers Declarations of Interest relating to items on the Agenda</b> None.</p>	
<p><b>15-23Pers Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the Personnel Committee meeting held on Thursday 8<sup>th</sup> June 2023 were taken as read and signed by the Chairman.</p>	
<p><b>16-23Pers Council Staffing</b> a) Council Staffing Report: - The Clerk gave a verbal update on the council staffing which included: -</p> <p><b>Organisational structure and design</b></p> <ul style="list-style-type: none"> <li>➤ Current organisation structure and design fit for purpose, the Deputy Town Mayor (Councillor Mrs. J M Martin) and Clerk will be meeting soon to review the job description/pay structure for all roles, in advance of budget setting.</li> <li>➤ The Town Council is now accredited to the Living Wage Foundation – Clerk to include publicity of the same in the forthcoming newsletter.</li> </ul> <p><b>Staff and Members' Training confirmed</b></p> <ul style="list-style-type: none"> <li>➤ The Operations Manager is making progress with CiLCA qualification.</li> <li>➤ Members' and one employee attended Equality, Diversity and Inclusion Training (25<sup>th</sup> July 2023), similar training for library staff and volunteers to be arranged.</li> <li>➤ One day First Aid at Work qualification attended at Saltash Town Council by two employees.</li> <li>➤ One Caretaker attended LANTRA Traffic Management for Community Events qualification.</li> </ul> <p><b>Staff Training being planned</b></p> <ul style="list-style-type: none"> <li>➤ One Caretaker to undertake LANTRA Traffic Management for Community Events qualification as qualification expires in September</li> <li>➤ Practical use of Fire equipment training for all staff is being booked.</li> <li>➤ Library and Community Hub staff and volunteers are being booked training with Volunteer Cornwall, this includes HOPE Facilitator Training, two day course at the Liskerret Centre, Liskear; also Mental Health First Aid, two day course is being booked for staff and volunteers.</li> </ul>	<p>Cllr Martin/ Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>Members' re-iterated the importance of discussing and agreeing training needs with all employees at their forthcoming performance reviews.</p> <p><b>Performance Reviews</b></p> <ul style="list-style-type: none"> <li>➤ Performance reviews to be restarted in September for all staff.</li> </ul> <p><b>Policies and Other</b></p> <ul style="list-style-type: none"> <li>➤ DBS checks to be continued for library staff.</li> <li>➤ Personnel discussed, including recent staff sickness and operational expenditure on staff agreed.</li> </ul>	
<p><b>17-23Pers Policies Reviewed by this Committee</b></p> <p>a) Resolution Policy: - The Resolution Policy had not been circulated in advance of the meeting. Members discussed that it was unlikely to require any changes as the CALC model policy had been used when it was first issued. Members' therefore agreed it is <b>recommended</b> to adopt the Resolution Policy (Clerk to forward to all in advance of the September council meeting).</p>	<p><b>Council Clerk</b></p>
<p><b>18-23Pers To consider the Council Business Risk Management</b></p> <p>a) Budget Variance – Committee Responsibilities: - The July 2023 Budget Variance, as previously circulated was considered. The Clerk highlighted there is no further update regarding the 2023/2024 pay award. Members' agreed the importance of calling an Extra-ordinary meeting of this committee in order to prepare the salaries budget for 2024/2025, in time for precept discussions. Deputy Town Mayor (Councillor Mrs. J M Martin) and Clerk meet in advance to action this work.</p>	<p>Clr Martin/ Clerk</p>
<p><b>19-23Pers Items Referred to this Committee</b></p> <p>None.</p>	
<p><b>20-23Pers Correspondence</b></p> <p>a) Defence Employer Recognition Scheme – Councillor J Tivnan: - The correspondence regarding the Defence Employer Recognition Scheme, as shared by Councillor Tivnan, was discussed in detail. The current position is to continue to discuss whether the council wishes to 'sign up' for the Defence Employer Recognition Scheme. This prompted further discussion regarding the Armed Forces Covenant, with a similar outcome, to agree to review whether the council should re-sign/re-agree the Armed Forces Covenant.</p>	<p>All  All</p>
<p><b>21-23Pers Climate Emergency Action Plan</b></p> <p>Noted.</p>	
<p><b>22-23Pers Date of next meeting</b></p> <p>An Extraordinary Meeting of the Personnel Committee will be called on Monday 30<sup>th</sup> October 2023, at 6.30pm (prior to the Finance and Operations Committee meeting) and held in the Mayor's Parlour, to consider the salaries budget for 2024/2025. Clerk Thereafter, the next meeting is scheduled for Thursday 14<sup>th</sup> December 2023.</p>	
<p><b>23-23Pers Any Business that has been disclosed to the Chairman and members prior to the meeting.</b></p> <p>None.</p> <p>Meeting closed at 9.03pm _____ Chairman</p>	

