



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Personnel Committee held on Tuesday 10th September 2024 at 7.00pm in the Mayor's Parlour, 1-3 Buller Road, Torpoint.

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

	ACTION
<p>12-24Pers Apologies for absence None.</p>	
<p>13-24Pers Declarations of Interest relating to items on the Agenda None.</p>	
<p>14-24Pers Minutes of the previous meeting It was resolved that the minutes of the Personnel Committee meeting held on Thursday 13th June 2024 were taken as read and signed by the Chairman.</p>	
<p>15-24Pers Council Staffing Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting for any confidential discussions. The Chairman (Councillor G J Davis) made the proposal, which was seconded by Councillor Mrs. J M Martin and it was resolved that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting due to the confidentiality of part of the discussion. a) Council Staffing Report: - The Clerk had circulated a confidential update and 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 appointment of the temporary part time temporary Caretaker, who is covering a period of employee absence, the number of council employees has increased by one. <p>Staff and Members' Training confirmed or being planned</p> <ul style="list-style-type: none"> ➤ Congratulations to the Operations Manager (Phil Griffiths) who has successfully achieved the Certificate in Local Council Administration (CiLCA) qualification. Phil is obviously delighted, a formal presentation of his certificate will be published on social media. Following a question put by the Clerk, the council agrees to fund the Operations Manager annual SLCC membership, which will require him to complete a minimum of 18 Continuous Professional Development (CPD) points per year. ➤ The Clerk reminded members' that at the Personnel Committee meeting held on Monday 30th October 2023 and subsequently resolved at the November 2023 council meeting, the Operations Manager is to be awarded an increase in one NJC spine point, upon successful completion of CiLCA. Clerk is authorised to instruct payroll accordingly, with the spine point increase to be backdated to 1st September 2024. ➤ Parks Inspection Refresher Training, the Operations Manager is awaiting for all the Operations team to be available to undertake this training, there is no requirement for a councillor to attend this training. 	<p>Council</p> <p>Clerk</p>

<ul style="list-style-type: none"> ➤ Emergency First Aid training booked for 1st October 2024, £380 + VAT for up to 12 people, should there be any spare spaces these will be made available to members or library and community hub volunteers. ➤ The Town Council Support Officer has enrolled on FILCA and ILCA - £120 +VAT each/ per year, online and self-paced study with five modules on each. ➤ In July we ran a very successful library and community hub one-day staff and volunteer training day, with an excellent session delivered by the Director of Beat4autism. One of the volunteers who attended this training has on Monday 9th September fed back this comment: "having been on a long journey with a work colleague, who needed to talk, listening and understanding my colleague was 100% achievable ONLY as a result of what I learnt at this session". Following on from this event, the staff will set aside time at their next team meeting to review the feedback and ideas for improvement. ➤ All library and community hub staff will be undertaking online allergen training and a member of the team is looking into places which deliver the benefits checker training. ➤ All library and community hub volunteers will be invited to attend a short group session on the operations of the café. ➤ Supported internship and internship opportunities at the library and community hub are being explored and further information will be shared in due course. ➤ The latest update (from SLCC) on the Local Government Pay Claim 2024/25 is that one union (GMB) had accepted this year's offer, it had been rejected by the two other unions, UNISON and UNITE. Both organisations are now moving to a ballot for industrial action of their members. UNITE have advised that their ballot will begin on 27th August and end on 15th October while the UNISON ballot will start on 4th September and finish on 16th October. Therefore, the pay award from 1 April 2024 will again be delayed until mid to late October at the earliest. The national employers advise very strongly against imposing any pay offer before the collective bargaining process has concluded. To do so would not only fragment the unity of the employers' position, but would also leave councils vulnerable to questions being asked by auditors about why, in the absence of a national collective agreement, expenditure has been unnecessarily incurred. There are also legal considerations and previous caselaw on this question. 	
<p>16-24Pers Policies Reviewed by this Committee</p> <p>a) Managing Sickness Absence Policy: - It is recommended the Managing Sickness Absence Policy is adopted, with a minor change to be made by the Clerk.</p> <p>b) Recruitment and Selection Policy: - It is agreed for the Clerk to review whether there is a NALC Recruitment and Selection Policy which could be adapted and then considered at the next meeting of this committee.</p> <p>c) Employment Grievance Policy It is recommended the Employment Grievance Policy is adopted.</p>	<p>Council Clerk</p> <p>Clerk</p> <p>Council</p>
<p>17-24Pers To consider the Council Business Risk Management</p> <p>a) Budget Variance – Committee Responsibilities: - The July 2024 Budget Variance, as previously circulated, had been considered at the recent meeting of the council and reviewed with no concerns.</p>	

<p>b) Overtime: - Overtime reported is all within amounts expected, Clerk had split the figures between the Operations Team and Library and Community Hub team for this meeting.</p>	
<p>18-24Pers Items Referred to this Committee None.</p>	
<p>19-24Pers Correspondence a) Employer Newsletter August 2024 - Cornwall Pensions: - Noted. b) CALC Training update Autumn 2024 – CALC: - Noted. c) Appointment of Deputy County Officer – CALC: - Noted. d) Civility and Respect Newsletter August/September 2024: - Noted. e) Living Wage Foundation August newsletter: - Noted.</p>	
<p>20-24Pers Climate Emergency Action Plan The action plan is being updated, there are no immediate concerns.</p>	
<p>21-24Pers Date of next meeting a) An additional salaries budget setting meeting for 2025/26 is planned for Tuesday 22nd October 2024.</p>	
<p>22-24Pers Any Business that has been disclosed to the Chairman and members prior to the meeting. ➤ Councillor Mrs. J M Martin highlighted at the next meeting a review of the current Town Council Support Officer Job Description is undertaken, to coincide with budget setting for 2025/26.</p> <p>Meeting closed at 7.49pm _____ Chairman</p>	<p>Clerk</p>