

BARNSTAPLE TOWN COUNCIL

Minutes of Staff Committee

Monday 22nd November 2021 at 6.00pm

In the Guildhall, Butcher's Row, Barnstaple.

Present: Councillors:

Cllrs I Roome (Chair), V Elkins, J Hunt & J Phillips

In attendance:

Mr Robert Ward (Town Clerk),

Members of the Public:0

1. Apologies for absence

Apologies and reasons for absence were received and consider from Cllrs V Monk (Health), A Windsor (Health) & A Rennles (Health) (NC)

2. Dispensations and Disclosable Pecuniary Interests

Cllrs I Roome, J Hunt & J Phillips as members of North Devon District Council, have a dispensation under SO66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

Cllrs I Roome as a member of Devon County Council, has a dispensation under SO66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

3. Minutes of the last meeting

RESOLVED: That the minutes of the meeting held on Thursday 18th March 2021, are approved as a correct record, and signed by the Chairman. (NC)

4. Budget Monitoring Report

RESOLVED: The committee noted the report as presented (NC)

5. Absence of press and public

RESOLVED: That the following matter shall be taken in the absence of the press and public, in accordance with the Public Bodies (Admission to meetings) Act 1960, as the item contains exempt information as defined by Standing Order 82a. (NC)

6. Staff hours report

RESOLVED: That the report be received and noted (NC)

7. Staff Pay Review Report

The Town Clerk presented a report about Town Council staff salaries. The pay rates of the majority of staff have been found to be below that paid by other local employers which has the potential for future problems for staff retention and attracting and recruiting suitably qualified and experienced staff.

This report also details potential additional posts and the associated costs to support the future development of the Town Council.

RESOLVED: To make a proposal to Finance & General Purposes Committee for an increase to the salaries budget to £574,407 for the 2022-23 period to include the following:

- To approve the proposals in the report including staff salaries regrading.
- To approve two new full-time posts, Town Ranger and Heritage Assistant.
- To approve a review of cleaning and caretaking roles.

Approved (NC)

8. **Staff Training Report**

The committee received a report explaining how staff training has been structured to ensure that all staff undertake essential training including:

Staff - Training Plan 1

- COVID Response for Employees
- First Aid in the Workplace (Employees)
- Health and Safety for Homeworkers (Employees)
- Health and Wellbeing Office Safety
- Safeguarding Adults at Risk Level One
- Stress Management (Employees)

Staff Training Plan 2

Information Management (2 courses)

- Freedom of Information Act
- UK General Data Protection Regulation (UK GDPR)

A Managers Training Plan is also being developed.

The training plan enables the Town Council to meet its obligations under the following Acts of Parliament:

- Health & Safety Act 1974
- Employment Rights Act 1996
- Equality Act 2010
- Data Protection Act 2018

RESOLVED: To note the report (NC)

Meeting closed at 8.00pm

Chairman.

Signed:

Dated: