



SALCOMBE TOWN COUNCIL

HR & Staffing Committee

Dear Councillor,

You are summoned to attend the meeting of Salcombe Town Council HR & Staffing Committee to be held at the Kings Arms, Salcombe at 9:30 on Monday 8th April 2024.

Sara Jones
Town Clerk

3rd April 2024

AGENDA

1. APOLOGIES

To receive and note

2. DECLARATIONS OF INTEREST

To invite Members to declare any pecuniary interests and non-pecuniary interests that they may have in any matters to be considered at this meeting; and to note that a Member with a disclosable pecuniary interest, in any matter must, withdraw from the Chamber at the commencement of the consideration of that business or, if later, the time at which the interest becomes apparent, whilst also considering if there had been any changes.

3. TO APPROVE AS A TRUE RECORD THE MINUTES OF THE HR & STAFFING COMMITTEE MEETING ON:

- Thursday 6th October 2023
- Thursday 23 November 2023

and if approved for the Chair to sign as a true and correct record.

4. EXCLUSION OF PUBLIC AND PRESS

To consider a resolution that in view of the nature of the business about to be transacted at agenda item 5 below it is advisable, in the public interest, that the public and press be temporarily excluded.

5. OFFICE AND STAFFING MATTERS

To consider:

- i. Reviewing office workload
- ii. The effective date of officers being put on the new Green Book contract.
- iii. Reviewing Administrator's hourly rate/SCP grade in line with the Green Book
- iv. Reviewing renewing Administrator's contract
- v. Allowing Head of HR and Staffing Committee to liaise with Tozers re Green Book contracts to ensure they cover each Officer's role correctly
- vi. Allowing Head of HR and Staffing Committee to review with Tozers employer responsibility to staff
- vii. Holiday accrual and pay schedule for Officers on variable-hours contracts.



- viii. Individual meetings with all Councillors and Officers on STC progress thus far and how to best move forward
- ix. Governance meeting management software
- x. Frequency of future HR meetings
- xi. Adding to the Committees Terms of Reference that Head of HR & Staffing Committee to sign off any overtime over and above pre-agreed overtime.
- xii. Ratifying and adding to the Committees Terms of Reference that HR & Staffing Committee review and authorise by email monthly payroll, with a minimum of 3 Councillors to approve. If for any reason a minimum is not met then Town Clerk will seek authorisation from another Councillor, preferably from Finance Working Group.