



# Carn Brea Parish Council

Consel Plu Carn Bre

Mr. Andrew Moyle-Browning (Clerk to the Council)  
Scryuynyas dhu Consel

Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB  
t. 01209 313014 e. [clerk@carnbreaparishcouncil.gov.uk](mailto:clerk@carnbreaparishcouncil.gov.uk) e. [enquiries@carnbreaparishcouncil.gov.uk](mailto:enquiries@carnbreaparishcouncil.gov.uk)  
w. [www.carnbreaparishcouncil.gov.uk](http://www.carnbreaparishcouncil.gov.uk) f. <https://www.facebook.com/CarnBreaParishCouncil>

**You are invited to a meeting of the Staffing Committee to be held at  
Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB  
on Thursday 7<sup>th</sup> March 2024 at 7:00pm.**

**PLEASE DO NOT ATTEND THE MEETING IF YOU TEST POSITIVE OR  
HAVE COVID-19 SYMPTOMS.**

## Agenda

1. Welcome and safety procedures.
2. To receive apologies for non-attendance.
3. Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda.
4. To consider written request(s) for dispensations.
5. Public Participation on items on the agenda.  
(Maximum of 20 minutes – every speaker a limit of 3 minutes under Council Standing Orders)
6. To receive and approve the minutes of the Staffing Committee held on 8<sup>th</sup> February 2024.
7. To consider the minutes of the Staffing Committee held on 8<sup>th</sup> February 2024 and receive any reports on matters referred.
8. To review the Staffing Committee Terms of Reference in preparation for the Annual Meeting and make appropriate recommendations.
9. To receive and review the Employee Handbook with proposed amendments and make appropriate recommendations.
10. To receive and review the Absence Management Policy with proposed amendments and make appropriate recommendations.
11. To make arrangements for the review of Staffing Policies and make appropriate recommendations / resolutions.
12. To resolve that under the 1960 Public Bodies (Admission to Meetings) Act that the press and public be excluded due to the confidential nature of the business to be discussed.
13. To receive and approve the Confidential Minutes of the Staffing Committee held on 8<sup>th</sup> February 2024.

14. To receive a report from the Clerk on completed Council Employee Appraisals and make appropriate recommendations.
15. To receive the Clerks report following a review of Council Employee Training and make appropriate recommendations / resolutions.
16. To receive a report and consider Council Employee pay banding and make appropriate recommendations.
17. To receive the Clerk's report and make appropriate recommendations / resolutions.
18. Staffing matters.

**Given under my hand this: 29<sup>th</sup> February 2024**



**Mr. Andrew Moyle-Browning (Parish Clerk)**

*This meeting has been advertised as a public meeting and as such could be filed or recorded by broadcasters, the media and members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.*