# Carn Brea Parish Council
Consel Plu Carn Bre

**Minutes of the Staffing Committee held virtually by Zoom.**
**The meeting took place on Thursday 8th April 2021 commencing at 7 pm.**

**Present:** Councillors F. MacDonald (Chairman), M. Davis, M. Moyle, J. Pollock and D Wills

**Also Present** Sarah-Jane Noakes (Clerk)

**21/04/S/01** **Welcome.**

Cllr. MacDonald welcomed the meeting.

**21/04/S/02** **To appoint a Vice Chairman of the Staffing Committee.**

Cllr. MacDonald called for nominations of the Staffing Committee.

No nominations were received.

**21/04/S/03** **The receive apologies for non-attendance.**

There were no apologies received.

**21/04/S/04** **Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda.**

There were no delcarations of interestes received.

**21/04/S/05** **The approve written request(s) for dispensations.**

There were no written requests for dispensations received.

**21/04/S/06** **To receive an approve the minutes of the Staffing Committee held on 4th March 2021.**

The minutes of the Staffing Committee held on 4th March 2021 were received

**Resolved:** **that the minutes of the Staffing Committee held on 4th March 2021 are approved.**

**Proposed:** Cllr. M. Davis **Seconded:** Cllr. M. Moyle

**21/04/S/07** **To consider the minutes of the Staffing Committee held on 4th March 2021 and receive reports on matters referred.**

Cllr. MacDonald informed the meeting that non-essential actions from meetings are put on hold due to completion of the yearly audit.

FM

**21/04/S/08** **To consider arrangements for recruitment and make appropriate recommendations.**

The meeting received the following:-

- Draft job description
- Draft person specification
- Quotations for recruitment options
- National salary pay scales

**Resolved to recommend:** **that Carn Brea Parish Council seek to recruit a full time Assistant Clerk/RFO on SCP 13 to 17.**

**Proposed:** Cllr. F. MacDonald **Seconded:** Cllr. D. Wills

**Resolved:** **that the draft job description and person specification supplied is accepted.**

**Proposed:** Cllr. F. MacDonald **Seconded:** Cllr. M. Moyle

**Resolved to recommend:** **that Quote A is accepted for recruitment.**

**Proposed:** Cllr. F. MacDonald **Seconded:** Cllr. M. Davis

**21/04/S/09** **To consider arrangements for temporary administrative support.**

Councillor MacDonald reported that after discussion with the Clerk it was suggested that we seek to get temporary administrative support between 9 am – 1 pm Tuesday, Wednesday and Thursdays.

Information was supplied regarding options for temporary administrative support.

**Resolved:** **that the clerk attempt to make arrangements for office support up to 15 hours with CALC. If unable to get office support the Clerk to make appropriate arrangement for temporary support from Cornwall Staffing Agency up to 15 hours a week.**

**Proposed:** Cllr. F. MacDonald **Seconded:** Cllr. M. Moyle

FM

**21/04/S/10** **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.**

**Resolved:** **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.**

**Proposed:** Cllr. M. Davis **Seconded:** Cllr. F. MacDonald

**21/04/S/11** **To receive and approve the confidential minutes of the Staffing Committee held on 4th March 2021.**

The meeting received the confidential minutes of the Staffing Committee held on 4th March 2021.

**Resolved:** **that the confidential minutes of the Staffing Committee held on 4th March 2021 are approved.**

**Proposed:** Cllr. F. MacDonald **Seconded:** Cllr. D. Wills

**21/04/S/12** **To consider the confidential minutes of the Staffing Committee held on 4th March 2021 and receive reports on matters referred.**

Cllr. MacDonald reported on staffing matters referred.

**21/04/S/13** **To receive the Clerks report on Staffing Matters.**

The meeting received a Clerks report on Staffing Matters and Councillors were able to ask questions.

**Resolved:** **that the Clerks report received on 8th April 2021 is noted.**

**Proposed:** Cllr. F. MacDonald **Seconded:** Cllr. J. Pollock

**21/04/S/14** **Staffing Matters.**

The meeting considered staffing matters and made appropriate resolutions/recommendations.

**Meeting Closed at 8:46 pm**

F. MacDonald

FM