



Carn Brea Parish Council
Consel Plu Carn Bre



Cully

**Minutes of the Staffing Committee meeting held at
 Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB
 on Thursday 9th June 2022 at 10:30am.**

Minutes

PRESENT: Councillors R. Drew, S. Dale, M. Davis, E. Glanville, C. Jordan and M. Moyle

ALSO PRESENT: Sarah-Jane Noakes (Assistant Clerk) and Cllr. D. Tellam

22/06/S/01 Welcome and safety procedures.

Cllr. Drew welcomed the meeting and explained the safety procedures.

22/06/S/02 To appoint a Chair of the Staffing Committee.

Cllr. Drew called for nominations for Chair of the Staffing Committee.

Cllr. Glanville nominated Cllr. R. Drew properly seconded by Cllr. C. Jordan

Cllr. Drew called for any further nominations, there were no further nominations received.

Cllr. Drew highlighted previous advice received from CALC regarding the Chairman of the Council not being the Chairman of the Staffing Committee.

Resolved: that Cllr. R. Drew be appointed as Chair of the Staffing Committee.

Proposed: Cllr. E. Glanville

Seconded: Cllr. C. Jordan

22/06/S/03 To appoint a Vice Chair of the Staffing Committee.

Cllr. Drew called for nominations for Chair of the Staffing Committee.

Cllr. Moyle nominated Cllr. Glanville properly seconded by Cllr. C. Jordan

Cllr. Drew called for any further nominations, there were no further nominations received.

Resolved: that Cllr. E. Glanville be appointed as Vice Chair of the Staffing Committee.

Proposed: Cllr. M. Moyle

Seconded: Cllr. C. Jordan

Cully

22/06/S/04 To receive apologies for non-attendance.

Cllr. J. Pollock.

22/06/S/05 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 disclosures of interests received.

22/06/S/06 To consider written request(s) for dispensations.

There were no written requests for dispensations received.

22/06/S/07 To receive and approve the minutes of the Staffing Committee held on 5th May 2022.

The meeting received the minutes ahead of the meeting.

Resolved: that the minutes of the Staffing Committee held on 5th May 2022 are approved and duly signed by the Chairman.

Proposed: Cllr. M. Davis

Seconded: Cllr. C. Jordan

22/06/S/08 To consider the minutes of the Staffing Committee held on 5th May 2022 and receive any reports on matters referred.

There were no reports on matters referred.

**22/06/S/09 Public Participation on items on the agenda.
(Maximum of 20 minutes – every speaker a limit of 3 minutes under Council Standing Orders)**

There were no members of the public present.

22/06/S/10 To review the committee's terms of reference and make recommendations to Full Council.

The meeting received the current terms of reference and suggested changes from the office.

Cllr. Drew asked for any comments, there were no comments received.

Cllr. Drew expressed the view of changes to several of the terms and a discussion ensued.

Resolved to recommend: Remove that the chairman shall serve no more than two consecutive years.

Proposed: Cllr. R. Drew

Seconded: Cllr. C. Jordan.

Enly

Enly

Enlg

Resolved to recommend: Amend the 10th bullet point under committee roles and responsibilities to read:- a member of the staffing committee to attend staff team meeting quarterly.

Proposed: Cllr. R. Drew **Seconded:** Cllr. E. Glanville.

Resolved to recommend: Amend 2nd bullet point under chairman roles and responsibilities to read:- The Chairman of the Council is the Clerk's Line Manager and in their absence the Chairman or Vice Chairman of the Staffing Committee.

Proposed: Cllr. E. Glanville **Seconded:** Cllr. S. Dale

Resolved to recommend: Amend 3rd bullet point under chairman roles and responsibilities to read: Approval of annual leave, overtime, absence reporting and return to work interview in respect of the Clerk to be undertaken by the Chairman of the Council and in their absence the Chairman or Vice Chairman of the Staffing Committee.

Proposed: Cllr. C. Jordan **Seconded:** Cllr. E. Glanville.

Resolved to recommend: that the terms of reference with the amendments approved above are approved by Full Council.

Proposed: Cllr. C. Jordan **Seconded:** Cllr. S. Dale

22/06/S/11 To consider recruiting an Administrative Assistant.

The meeting received a request from the office for the recruitment of a temporary part time administrative assistant along with a draft advert, job description and person specification.

The meeting considered whether to recruit a permanent or temporary post. The meeting considered the need for more flexibility when stating days required and agreed that the Clerk liaise with Ellis Whittam regarding the wording of the advert and to include pro-rata amount.

The meeting was content with the job description.

There was some debate over the need for strong admin experience and level 2 business administrative qualification but it was decided following debate that the draft person specification would remain the same.

Resolved to recommend: that Carn Brea Parish Council recruit a temporary 1 year part time Administrative Assistant for a 20 hour temporary contract at SCP 3 – 6.

Proposed: Cllr. M. Davis **Seconded:** Cllr. C. Jordan

Enlg

En/14

Resolved to recommend: that the draft advert, person specification and job description be used for advertising. Advertising to be arranged up to a cost of £500. Clerk to liaise with Ellis Whittam regarding the advert wording relating to temporary and initial period.

Proposed: Cllr. R. Drew

Seconded: Cllr. M. Davis

Resolved: that the Clerk, Assistant Clerk and 1 member of the Staffing Committee shortlist applications and that the interview panel consist of the Clerk, Assistant Clerk and 1 member of the Staffing Committee.

Proposed: Cllr. R. Drew

Seconded: Cllr. S. Dale

Resolved: that Cllr. M. Davis complete shortlisting of applications and interviews with Cllr. E. Glanville as reserve.

Proposed: Cllr. S. Dale

Seconded: Cllr. M. Moyle

22/06/S/12 To consider the requirement to recruit a second Grounds person referred from Staffing Committee on 7th April.

The meeting received a recommendation from the Clerk and considered the need for a second Grounds person. The meeting considered the options of putting jobs out to contract.

Resolved: that the recruitment of a Groundsperson is put on hold and that the Clerk bring the matter back to committee if need for additional staff arises.

Proposed: Cllr. R. Drew

Seconded: Cllr. M. Davis

22/06/S/13 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. R. Drew

Seconded: Cllr. C. Jordan

Cllr. D. Tellam left the meeting.

En/14

22/06/S/14 To receive and approve the confidential minutes of the Staffing Committee held on 5th May 2022.

Resolved: that the confidential minutes of the Staffing Committee held on 5th May 2022 are approved and duly signed by the Chairman.

Proposed: Cllr. C. Jordan

Seconded: Cllr. E. Glanville

22/06/S/15 To consider the confidential minutes of the Staffing Committee held on 5th May 2022 and receive any reports on matters referred.

No reports on matters referred.

22/06/S/16 To receive and note the Clerks report.

Resolved: that the Clerks report is noted.

Proposed: Cllr. R. Drew

Seconded: Cllr. C. Jordan

22/06/S/17 Staffing matters.

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

Meeting Closed at 12:07

